



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 06 February 2020**

## VACANCIES

### Calvary Health Care ACT (Public)

#### **Mental Health Department**

#### **Mental Health**

#### **Psychologist**

#### **Executive Level Health Professional \$78, 216 - \$98, 606, Canberra (PN: expected)**

Gazetted: 12 February 2020

Closing Date: 15 March 2020

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

Reference Number: 11654

Contact Officer: Karen Dell (02) 6201 6314 Karen.Dell@calvary-act.com.au

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

#### **Finance**

#### **Payroll**

#### **Senior Payroll Officer**

#### **Administration Service Officer 5 \$79,253-\$83,888, Canberra (PN: LP6957)**

Gazetted: 10 February 2020

Closing Date: 16 February 2020

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

Reference Number: 11574

Contact Officer: Donna Johnston 02 6201 6048 Donna.Johnston@calvary-act.com.au

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

#### **Breast Care Nurse**

#### **Registered Nurse Level 2**

#### **Registered Nurse Level 2 year 4 \$100,061, Canberra (PN: LP8645)**

Gazetted: 10 February 2020

Closing Date: 23 February 2020

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

Reference Number: 11612

Note: Part Time Position 0.6FTE

Contact Officer: Fiona Carruthers 62016851 Fiona.Carruthers@calvary-act.com.au

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

#### **Medical**

#### **Obstetrics and Gynaecology**

#### **Intern**

#### **L41300 - Intern \$68,094, Canberra (PN: LPL030)**

Gazetted: 06 February 2020

Closing Date: 23 February 2020

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

Reference Number: 11618

Contact Officer: Nicole McCosker 02 6201 6438 nicole.mccosker@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](mailto:jobs@act.gov.au)

### **Education and Training**

#### **Design and Technology**

#### **Horticulture and Floristry**

#### **Administrative Service Officer**

#### **Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 54028)**

Gazetted: 10 February 2020

Closing Date: 24 February 2020

Details: We are seeking an Administrative Service Officer, to join our team. Canberra Institute of Technology (CIT) is a dynamic, connected and diverse provider of vocational education and training (VET) offering quality skills development to individuals, employers and industry in Canberra, Australia and globally. CIT comprises five teaching colleges and four divisions.

The successful applicant will:

Provide high-level administrative support to the Head of Department and teaching staff, including: faculty loads, daylight equivalent (DE) forms, validations, preparation of documents, reports, result entry, submissions and correspondence.

Responsibility for the co-ordination of regular departmental meetings and appointments.

Preparation of agendas, minutes and tabling of papers for meetings and conferences including program reference groups and industry advisory committees.

Support the head of department with course co-ordination reports, timetabling and course structures.

Co-ordinate the collation of subject evaluations and assist with the production of Program Review and Improvement (PRI) documents; ensuring compliance requirements are met at all times.

Provide assistance and support to teaching staff of the department and wider college where necessary relating to policies, procedures and the production of teaching resources.

Manage finance, including credit card acquittal, account purchases and Eftpos sales.

Liaise with members of the institute at all levels and with external clients and stakeholders where appropriate as directed by the head of department or college Director.

Research and prepare reports relating to departmental/college matters as required.

Provide support with student enrolments and the management of user choice and skilled capital student requirements. Ensure all interactions of the department are consistent with the CIT cultural traits (Customer centric, Professionalism, Collaborative, Trusted, Adaptable, Accountable and Inspirational).

Other duties as directed, consistent with the classification of the position. Ensure all interactions of the department are consistent with the CIT cultural traits (Customer Centric, Professionalism, Collaborative, Trusted, Adaptable, Accountable and Inspirational). Model the ACT Public Service values and signature behaviours. Create an environment that values and utilises the contribution of others.

Apply CIT policy and principles in relation to Respect, Equity and Diversity, Student Equity, Work Health and Safety, Workplace Participation and mandatory reporting obligations concerning suspected child abuse under the *Children and Young People Act 2008*.

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: Julie Collins (02) 6207 3024 [julie.collins@cit.edu.au](mailto:julie.collins@cit.edu.au)

### **Education and Training Services**

#### **Trade Skills**

#### **Automotive, Metals and Logistics**

#### **Automotive Light Vehicle Mechanical Teacher**

#### **Teacher Level 1 \$75,442 - \$100,661, Canberra (PN: 51178)**

Gazetted: 12 February 2020

Closing Date: 6 March 2020

Details: The Automotive department is seeking a full-time teacher for the delivery of Automotive Light Vehicle/Motorcycle mechanical trades. This includes both qualifications and is based at Canberra Institute of Technology Fyshwick. The position requires the ability to work within the department of teaching and support staff, to provide educational outcomes and meet compliance requirements for apprentices and general students, in a VET environment. The position also requires the ability to liaise with industry, students and other stakeholders for the Department, and manage educational resources. 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 Qualifications and/or Registrations/Licensing: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021, sub-Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40116 qualification or its successor, within the first eighteen (18) months of commencement of employment; and At commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015 Teacher Level 1.7 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or its successor) and a Diploma of Vocational Education and Training (or equivalent).

Industry Experience: All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. The successful applicants must have a minimum of one of the below qualifications Certificate III in Light Vehicle Mechanical Technology AUR30616 - mandatory Certificate III in Motorcycle Mechanical Technology AUR30816 - desired.

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

How to apply: Please submit no more than three pages addressing the selection criteria. Please provide two referee reports along with a current curriculum vitae.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Steven McMahan (02) 6207 3818 [steven.mcmahan@cit.edu.au](mailto:steven.mcmahan@cit.edu.au)

## **Corporate Services**

### **Human Resources**

#### **Manager – People, Performance and Culture**

#### **Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 55272)**

Gazetted: 06 February 2020

Closing Date: 20 February 2020

Details: Applications are sought for the Manager - People, Performance and Culture role in the Human Resources team at Canberra Institute of Technology (CIT). We seek a customer-centric, motivated HR professional who has the skills and experience to deliver a strategic approach to people development with a focus on managerial capability, induction for new employees and embedding a high performance culture at CIT. The position manages a small team to deliver a range of initiatives to support CIT's Cultural Traits and Strategic Compass 2020.

CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

How to Apply: Applicants are asked to submit a written application addressing the Selection Criteria as well as a current curriculum vitae and the contact details of two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Cheryl Steff (02) 6205 0647 [cheryl.steff@act.gov.au](mailto:cheryl.steff@act.gov.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](mailto:jobs@act.gov.au)

**Access Canberra**

**Construction and Utilities**

**Construction Audit Team**

**Compliance Regulator/Inspector**

**Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 25332, several)**

Gazetted: 10 February 2020

Closing Date: 26 February 2020

Details: Do you want to help make Canberra a better place to live? Are you interested in implementing change? Do you want to help raise the quality of building in the ACT? This might be the job for you. Access Canberra is looking for a skilled technical expert to join the Rapid Regulatory Response Team and Construction Audit Team. We are looking for people who are motivated to achieve successful regulatory outcomes for building and planning in the ACT. You will have excellent attention to detail and a demonstrated ability to understand and interpret government legislation and technical building codes. You will also need to demonstrate exceptional oral communication skills including the ability to stay calm under pressure in challenging scenarios. A high level of self-awareness including understanding how your behaviour and decisions effect all stakeholders involved in your decision making process is essential.

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: Please note that building inspector appointments are dependent on approval by the *Construction Occupations Registrar as per Section 128 of the Building Act 2004*. Qualification(s) and/or experience in the construction industry e.g. auditing, building, building surveying, energy assessment, and land management 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.

How to Apply: If you think this role sounds interesting and you're up for a challenge, send us your curriculum vitae and a two-page pitch on why you think you're the best person for these positions. Your suitability for this position will be assessed in three key areas (Selection Criteria) and how they relate to the duties/responsibilities in the attached position description. Successful shortlisted applicants will progress to an interview and a written exam.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Brian Connors (02) 6207 5644 [brian.connors@act.gov.au](mailto:brian.connors@act.gov.au)

**Economic and Financial Group**

**Asset Liability Management**

**Accounting and Compliance**

**Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 01413)**

Gazetted: 06 February 2020

Closing Date: 27 February 2020

Details: The Asset Liability Management Branch in the Treasury stream of Chief Minister, Treasury and Economic Development (CMTEDD) is seeking an appropriately skilled and experienced person to fill the newly established accounting and compliance position. Working within a small team, this position plays a critical role in supporting the ongoing functions of the business unit. The occupant of this position is required to have a range of skills covering the areas of banking, accounting and finance, contract management and procurement. The accounting and compliance officer will have a significant role in the preparation of monthly and annual financial statements, budget estimates, the ongoing monitoring of the budget estimates, contract management tasks including monitoring of KPI's, compliance and reporting, invoices and fee reconciliations, and the management of compliance and reporting requirements of the business unit. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements: Tertiary qualifications in Accounting or a related field is highly desirable. Membership and professional accreditation, or progress toward accreditation, with a peak Australian accounting body such as CPA or CA will be highly regarded.

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

How to Apply: Applicants are required to submit three items: (1) a two to three page written application addressing the selection criteria and professional/technical skills and knowledge, and behavioural capabilities having regard for the job requirements; (2) a current curriculum vitae; and (3) the names and contact details of at least two referees (one should be a current Supervisor/Manager). Please ensure you submit all three items.

*Applications should be submitted via the Apply Button now.*

Contact Officer: Patrick McAuliffe (02) 6207 0187 patrick.mcauliffe@act.gov.au

## **Shared Services**

### **Payroll and HR Systems**

#### **Payroll Services**

##### **Payroll Team Supervisor**

##### **Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 09482, several)**

Gazetted: 07 February 2020

Closing Date: 21 February 2020

Details: The Team Supervisor coordinates and supervises the work of the payroll team with the aim of providing a professional, efficient and effective client focussed service. The position requires management and leadership skills, attention to detail, excellent communication skills to ensure effective customer service delivery, and flexibility and adaptability in supporting a rapidly changing culture and work 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.

Eligibility/Other requirements: The Payroll team Supervisor must have strong supervisory skills including the ability to support and manage individual and team performance and expertise in the use of an automated Human Resource Information Management system.

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

How to Apply: Please submit a two page 'pitch' that demonstrates how your experience will enable you to succeed in this role, along with a short curriculum vitae.

Applications should be submitted via the Apply Button now.

Contact Officer: Rachael Finley (02) 6207 5790 rachael.finley@act.gov.au

## **Revenue Management Division**

### **Compliance**

#### **Business Intelligence Analyst**

##### **Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 02904)**

Gazetted: 11 February 2020

Closing Date: 25 February 2020

Details: We are looking for a talented, capable and driven individual to play a key role to assist in transforming our approach to compliance as we leverage the enhanced analytics and data matching capability being delivered by the Business Intelligence team. Supporting the Chief Data Scientist, the Business Intelligence Analyst will develop specialised reporting and analytics to optimise identification of compliance targets for investigation. The Business Intelligence Analyst will be expected to be aware of best practice data analysis methodologies, frameworks, and approaches; and possess or have the capacity to develop an understanding of the ACT's taxation regulatory requirements as they affect non-compliance. 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: 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 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 two-page pitch demonstrating your experience and suitability to perform the role. Your pitch should include relevant examples that demonstrates the Technical and Behavioural capabilities set out in the Position Description.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Rino Ciaccia (02) 6207 5984 rino.ciaccia@act.gov.au

### **Access Canberra**

#### **Fair Trading Compliance**

#### **Parking and Traffic Camera Compliance**

#### **Manager**

#### **Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 34356)**

Gazetted: 10 February 2020

Closing Date: 24 February 2020

Details: Access Canberra Parking and Traffic Compliance is seeking a dynamic and dedicated person with exceptional people skills to fill the role of Operations Manager. The successful applicant will have an understanding of or experience in a range of parking operations and traffic compliance functions and systems including a working knowledge of the regulatory and legislative requirements for the area. This role will require the use of advance software systems and hardware devices. The successful applicant will be given conflicting priorities and deadlines as well as being responsible for the successful delivery of multiple complex projects. The successful applicant will also be responsible for the daily operational management of staff.

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

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

How to Apply: Please review the Position Description and Job Advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a written application, of no more than two pages, responding to the two statements below, contact details of at least two referees and current curriculum vitae. The two-page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description but indicate your capacity to perform the duties and responsibilities at the specified classification.

Detail your greatest achievements in the last five years and how they relate to this position and its duties.

Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

*Applications should be submitted via the Apply Button now.*

Contact Officer: Cassandra Keppell (02) 6205 9876 cassandra.keppell@act.gov.au

### **Shared Services**

#### **Payroll and HR Systems**

#### **Payroll Services**

#### **Payroll Team Coordinator**

#### **Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 09393, several)**

Gazetted: 06 February 2020

Closing Date: 20 February 2020

Details: The Payroll Team Coordinator is required to support and assist the team to deliver effective and accurate payroll services to our customers and be a participative and positive team member in a dynamic work environment.

The occupant must have the ability and patience to coach existing staff and provide on-the-job training to new payroll staff. Strong supervisory skills, attention to detail and excellent communication skills are also required to ensure a high standard of customer service is maintained.

Eligibility/Other Requirements: The Payroll Team Coordinator must have demonstrated experience in the use of an automated Human Resource Information Management system and have knowledge and experience in the application of relevant legislation, Enterprise Agreements, Public Service Management Act and Standards, policies and procedures relating to employment and conditions.

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

How to Apply: Please submit a two page 'pitch' that demonstrates how your experience will enable you to succeed in this role, along with a short curriculum vitae.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Aimee Banks (02) 6205 0786 aimee.banks@act.gov.au

## **Revenue Management**

### **Compliance**

#### **Data Analyst**

#### **Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 55540)**

Gazetted: 10 February 2020

Closing Date: 25 February 2020

Details: We are looking for a talented, capable and driven individual to play a key role to assist in transforming our approach to compliance as we leverage the enhanced analytics and data matching capability being delivered by the Business Intelligence team.

Supporting the Chief Data Scientist, the Business Intelligence Analyst will develop specialised reporting and analytics to optimise identification of compliance targets for investigation.

The Business Intelligence Analyst will be expected to be aware of best practice data analysis methodologies, frameworks, and approaches; and possess or have the capacity to develop an understanding of the ACT's taxation regulatory requirements as they affect non-compliance.

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: 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 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 two-page pitch demonstrating your experience and suitability to perform the role. Your pitch should include relevant examples that demonstrates the Technical and Behavioural capabilities set out in the Position Description.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Rino Ciaccia (02) 6207 5984 rino.ciaccia@act.gov.au

## **Access Canberra**

### **Customer Coordination**

#### **Applications and Approvals**

#### **Customer Service Officer – Team Leader**

#### **Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 15366, several)**

Gazetted: 07 February 2020

Closing Date: 14 February 2020

Details: The Application and Approvals Team within Access Canberra is seeking highly motivated individuals for our Team Leader positions. As a Team Leader you will need to have excellent communication and people skills, including the ability to motivate and develop individuals and be committed to the goals of the Access Canberra's business plan for tomorrow. Successful applicants will be required to assist with coordinating and directing the work of our staff, who provide innovative, high quality customer services through the Access Canberra Environment Planning and Land and Building Services Shopfronts. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres



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

Note: This position does involve direct supervision of personnel. 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 review the Position Description details about the role associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a written application, of no more than two pages, curriculum vitae and the contact details of at least two referees. The written application should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Samantha Borrett (02) 6205 3825 [samantha.borrett@act.gov.au](mailto:samantha.borrett@act.gov.au)

## **Shared Services**

### **Financial Services**

#### **Salary Packaging Team**

##### **Salary Packaging Customer Service Officer**

##### **Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 09523)**

Gazetted: 07 February 2020

Closing Date: 17 February 2020

Details: An exciting opportunity is available within the Shared Services Salary Packaging Team. The position provides of a suite of salary packaging services to employees of the ACT Government. The successful applicant will need to be energetic and enthusiastic as they will be responsible for the delivery of timely, accurate, high quality, salary packaging services with dedicated customer focus in a very busy and dedicated team.

You will need to possess a commitment to high quality customer service (and patience!), be proactive with an inquisitive mind, a sound attention to detail, accurate and timely data entry capabilities, excellent written and oral communication skills, as well as the aptitude (and attitude!) to quickly learn the benefits of salary packaging and the software solution which supports such services.

The successful applicant must be able to demonstrate they can manage and juggle competing priorities to ensure regular tight deadlines are always met.

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

How to Apply: Applicants are asked to submit a written pitch of no more than two pages, providing your greatest achievement over the past five years and how this achievement demonstrates the application of the skills required. Also, please provide with your application, a copy of your current curriculum vitae with contact details for two referees.

*Applications should be submitted via the Apply Button now.*

Contact Officer: Angela Naunton (02) 6207 1425 [angela.naunton@act.gov.au](mailto:angela.naunton@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**

#### **Strategic ICT**

##### **Software Test Officer**

##### **Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 21228, several)**

Gazetted: 11 February 2020

Closing Date: 18 February 2020

Details: Are you keen to apply your software testing and quality assurance skills and knowledge to deliver better digital services to our citizens? Are you interested in implementing change? Do you have an inquiring mind and an attention to detail? If you want to work in a dynamic team that leads and supports innovation, then the Access Canberra Strategic ICT team is the place for you.

In this role you will apply your software testing and quality assurance skills to support the implementation of ICT enabled government initiatives which meets the needs of all our citizens with an emphasis on a quality customer experience. As a Software Test Officer, you will contribute to in delivering high quality services to our citizens. The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available immediately until 27 April 2020, with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. An order of merit may be established to fill similar permanent or temporary vacancies at level over the next 12 months.

How to Apply: If this sounds like you, send us a pitch of no more than two pages responding to the Selection Criteria (details are in the Position Description), that sets out how you are the best person for this position and your curriculum vitae.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Sue Galinec (02) 6207 7601 sue.galinec@act.gov.au

## **Economic Development**

### **Innovation, Industry and Investment**

#### **Senior Director**

#### **Senior Officer Grade A \$147,006, Canberra (PN: 32697)**

Gazetted: 12 February 2020

Closing Date: 28 February 2020

Details: Innovation, Industry and Investment is looking for a Senior Director to support the Executive Branch Manager in delivering the organisation's strategic objectives. Building on Canberra's economic strengths and competitive advantages, this exciting position will manage key industry development and investment attraction and facilitation programs to continue to grow the Canberra and region economy. This position will foster key external and across government relationships in the development and implementation of strategic and operational plans to meet the ACT Government's economic development objectives.

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

Eligibility/Other Requirements: The position requires high level communication skills and demonstrated experience leading teams and managing budgets. Strong leadership and collaboration skills, deep knowledge of the ACT and region economy, and a strong track record on delivering on government priorities would also be an advantage.

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 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 Professional and Technical skills and Behavioural Capabilities outlined in the Position Description; and your curriculum vitae.

*Applications should be submitted via the Apply Button now.*

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

## **Commercial Services and Infrastructure**

### **ACT Property Group**

#### **Estate and Procurement Management**

#### **Director, Strategic Procurement, Projects and Contracts**

#### **Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 45633)**

Gazetted: 12 February 2020

Closing Date: 26 February 2020

Details: ACT Property Group are seeking an experienced professional to ensure that procurement activities occur in a compliant and timely manner, there is strategic oversight and coordination of property related procurement and contract activities, and that staff in the organisation have the right skills, policies and processes in place. This role is a blend of strategic oversight and coordination, and hands on procurement and contract management.

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 Estate and Procurement Management leadership team implementing the new arrangements and ensuring improved delivery of services to customers and stakeholders.

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: Applicants need demonstrated experience in procurement, contract management and project management and qualifications in these areas is preferred. Qualifications in property or a related discipline are highly desirable. 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 driver's licence.

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. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only. Previous applicants will need to reapply to be considered.

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 Button now.*

Contact Officer: Richard Binks (02) 6207 9398 richard.binks@act.gov.au

## **Property and Venues**

### **ACT Property Group**

#### **Finance and Systems**

##### **Director, System Accountant**

##### **Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 45632)**

Gazetted: 10 February 2020

Closing Date: 26 February 2020

Details: Are you looking for a role that combines your finance and technical systems abilities? If you have experience in accounting, business analysis and systems implementation this is the role for you.

ACT Property Group is looking for a person with an analytical mindset who can drive business improvement through data analysis, reporting and budgeting and also manage the IT systems of our business.

Your communication skills (both written & verbal) are exceptional and you'll have previous, extensive experience within a similar role, having led previous systems implementations and are CA/CPA qualified.

Of vital importance is that you will be a solutions-oriented and self-motivated person who will possess an abundance of positivity, initiative and embody the principles of respect and collaboration.

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 Finance and Systems team implementing the new arrangements and ensuring improved delivery of services to customers and stakeholders. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualifications in Accounting and/or Information Systems and membership of, or progression towards, CPA or CA status is highly desirable  
e. Current driver's licence is preferred.

Note: This position requires tertiary qualifications in Accounting and/or Information Systems and membership of, or progression towards, CPA or CA status. A driver's licence is desirable.

How to Apply: A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

*Applications should be submitted via the Apply Button now.*

Contact Officer: Margaret McKay (02) 6205 8695 [margaret.mckay@act.gov.au](mailto:margaret.mckay@act.gov.au)

## **Workforce Capability and Governance**

### **Public Sector Management**

#### **Professional Standards Unit**

##### **Assistant Director**

##### **Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 08515, several)**

Gazetted: 10 February 2020

Closing Date: 11 March 2020

Details: The Professional Standards Unit (PSU) is seeking suitably qualified and experienced investigators to join our team. The role of the PSU is to conduct misconduct investigations on behalf of all ACT Government Directorates, provide advice and assistance to managers, supervisors and employees relating to the investigation process, provide reports on investigation processes, gather systemic learnings from the outcome of investigations and provide support to the Public Sector Standards Commissioner (PSSC) as required. The PSU works closely with HR teams, managers and employees to identify and manage inappropriate behaviour in the workplace and resolve workplace issues in a timely manner. An Assistant Director has a reasonable level of autonomy and is responsible for planning and executing administrative investigations under the delegation of the PSSC and in accordance with relevant legislation and industrial instruments. You must possess excellent communication, analytical and investigatory skills. You must have a thorough understanding of the Employment Framework and a commitment to the ACT Public Service Values, and workplace health and safety principles.

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 investigative qualifications are essential with a Certificate IV in Government Investigations as a minimum.

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

How to Apply: Applications should include a current curriculum vitae with the details of two referees (one must be a current supervisor).

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Jim Venn (02) 6205 4657 [jim.venn@act.gov.au](mailto:jim.venn@act.gov.au)

**Shared Services ICT**

**Strategic Business**

**Assistant Director Program Delivery**

**Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 33739)**

Gazetted: 12 February 2020

Closing Date: 21 February 2020

Details: The Strategic Business Branch are seeking applications to permanently fill the role of Assistant Director Program Delivery. The successful applicant will manage a range of business projects concurrently with recognised project management methodologies to deliver quality outcomes.

Eligibility/Other Requirements:

Relevant highly developed knowledge and understanding of project management and/or business analysis processes and their application

Relevant formal qualifications in a recognised business analysis or project management discipline would be highly desirable.

Expertise and leadership skills in delivering agreed business outcomes and solutions by taking initiative, managing resources and setting clear direction.

Highly developed written and verbal communication skills, including presentational skills and the ability to deliver high quality, accurate documentation.

Advanced analytical skills, particularly the ability to understand how issues integrate and to make rational judgements from available information. Take an innovative and holistic approach to service design and delivery for improved outcomes.

Adaptability to changing circumstances and multiple priorities and demands, and resilience while managing a constantly changing environment.

Ability to consistently display commitment to high quality customer service principles and practices.

How to Apply

Please submit a two page written response, providing evidence of your suitability for the role by including examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities. Accompanying your response please provide your curriculum vitae including two referees.

*Applications should be submitted via the Apply Button now.*

Contact Officer: Barbara Hoyle (02) 6207 0837 [barbara.hoyle@act.gov.au](mailto:barbara.hoyle@act.gov.au)

**Shared Services**

**Payroll and HR Systems**

**Payroll Services**

**Payroll Team Manager**

**Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 09689, several)**

Gazetted: 06 February 2020

Closing Date: 20 February 2020

Details: The Team Manager leads a large team in providing effective and efficient payroll services to customers and stakeholders of the ACT Public Service. The role is responsible for ensuring the delivery of high-quality customer service, developing and maintaining strong working partnerships with directorate HR teams, effective resource management and people development.

To be successful in this role you will have strong leadership and management skills, an in-depth understanding of payroll processes and controls, an ability to interpret and advise on complex legislation and employment matters and a demonstrated ability to develop associated procedures.

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

Eligibility/Other Requirements: The Payroll Team Manager must have demonstrated experience of payroll operations and activities, with a well-developed knowledge of public sector employment legislation frameworks (Acts, Regulations/Standards, Enterprise Agreements, payroll policies and procedures). Strong leadership skills, sound judgement in making decisions, delegating work and monitoring individual and team performance is also essential.

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

How to Apply: Please submit a two page 'pitch' that demonstrates how your experiences will enable you to succeed in this role, along with a short curriculum vitae.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Deepika Khem (02) 6205 5294 [deepika.khem@act.gov.au](mailto:deepika.khem@act.gov.au)

## **Community Services**

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

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

### **Housing ACT**

#### **Client Services**

#### **Tenant Experience**

#### **Youth Housing Manager**

#### **Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 14077)**

Gazetted: 12 February 2020

Closing Date: 26 February 2020

Details: We are seeking a highly motivated person to fill the role of Youth Housing Manager in the Tenant Experience section of Housing ACT.

The Housing Young People Program supports high needs young clients through application for housing, allocation, maintaining a tenancy and transition to mainstream tenancy management.

The role of the Youth Housing Manager is to assist young people to access public housing and provide a more responsive and supportive housing service. Applicants for this position will need to demonstrate an understanding of issues facing young people and that they have relevant experience in working with young people.

We are looking for someone who is committed to innovation and flexible service responses and has a problem solving attitude, to assist young people to achieve better housing and social outcomes.

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: Experience in using a range of IT business and office applications.

Current driver's licence. 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](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: Brooke Rigney (02) 6205 1912 [brooke.rigney@act.gov.au](mailto:brooke.rigney@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.

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

#### **Children and Families**

#### **West Belconnen Child and Family Centre**

#### **Centre Manager, West Belconnen Child and Family Centre**

#### **Health Professional Level 5 \$126,577 - \$142,494, Canberra (PN: 21535)**

Gazetted: 10 February 2020

Closing Date: 27 February 2020

Details: An exciting opportunity exists for a highly motivated and experienced officer for the position of Centre Manager at the West Belconnen Child and Family Centre.

The successful candidate will have high level experience in managing multi-disciplinary teams and the ability to provide strategic and innovative leadership and management. They will also have experience with financial management and human resources processes.

The Child and Family Centres thrive on innovation, creativity, and seeking alternative ways to support programs and activities that improve outcomes for children and families. The Centres strive to be centres of excellence.

The successful candidate will have experience in developing and implementing a wide range of programs to respond to the needs of the local community, including a culturally diverse client base. Leadership in the delivery of culturally safe and inclusive services and programs for Aboriginal and Torres Strait Islander children and families is a priority.

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 qualifications or equivalent in Social Work, Psychology, Early Childhood Education or related field are essential, such as Bachelor of Health Science (mental health).

At least five years' experience working with children and their families and/or carers.

Demonstrated experience in leading high performing teams and supervision to staff.

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 details of two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Melanie Saballa (02) 6205 4361 melanie.saballa@act.gov.au

### **Inclusion and Participation**

#### **Office of Multicultural Affairs**

#### **Director, Office of Multicultural Affairs**

#### **Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 46548)**

Gazetted: 11 February 2020

Closing Date: 18 February 2020

Details: Inclusion and Participation is responsible for the provision of strategic policy, governance and advice to the Senior Director and the Office of the Minister, as well as supporting the inclusion and participation of all members of our community. Inclusion and Participation brings together the Office for Women, Office for Disability, Office of Multicultural Affairs, and Office for Senior's and Veterans, Office for Youth Affairs, Community Recovery and Community Relations and Funding Support.

The Inclusion and Participation Division has a vacancy for a Senior Officer Grade B to lead and manage the Office of Multicultural Affairs. The successful applicant will work with the Senior Director, Office of Multicultural Affairs to lead and manage the Office of Multicultural Affairs. The Office administers the Theo Notaras Multicultural Centre, Work Experience and Support Program, ACT Multicultural Awards, citizenship ceremonies, multicultural grants programs, community language schools grants, and a number funding agreements for the delivery of services by relevant non-government organisations.

Community Services Directorate is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applicants 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.

Note: This is a temporary position available until 20 February 2021.

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: Jessica Summerrell (02) 6207 5718 jessica.summerrell@act.gov.au

### **Inclusion and Participation**

#### **Office for Multicultural Affairs**

#### **Assistant Director, Office for Multicultural Affairs**

#### **Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 46549)**

Gazetted: 11 February 2020

Closing Date: 17 February 2020

Details: Community Service Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applicants 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.

Inclusion and Participation is responsible for the provision of strategic policy, governance and advice to the Senior Director and the Office of the Minister, as well as supporting the inclusion and participation of all members of our community. Inclusion and Participation brings together the Office for Women, Office for Disability, Office of Multicultural Affairs, and Office for Seniors and Veterans, Office for Youth Affairs, Community Recovery and Community Relations and Funding Support.

The Inclusion and Participation Division has a vacancy for a Senior Officer Grade C to lead and manage the Office of Multicultural Affairs. The successful applicant will work with the Director, Office of Multicultural Affairs to lead and manage the Office of Multicultural Affairs. The Office administers the Theo Notaras Multicultural Centre, Work Experience and Support Program, ACT Multicultural Awards, citizenship ceremonies, multicultural grants programs, community language schools grants, and a number funding agreements for the delivery of services by relevant non-government organisations.

Note: This is a temporary position available immediately until 10 February 2021.

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 Button now.*

Contact Officer: Jessica Summerrell (02) 6207 5718 [jessica.summerrell@act.gov.au](mailto:jessica.summerrell@act.gov.au)

## **Children, Youth and Families**

### **Business Support**

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

#### **Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 02000)**

Gazetted: 11 February 2020

Closing Date: 25 February 2020

Details: The Children, Youth and Families (CYF) Business Support team, is seeking an experienced and motivated Executive Officer to work in partnership with the CYF executive. The successful candidate will support the executive in delivering professional outcomes for CYF, including providing high level strategic advice, briefings and support; undertaking secretariat functions; the creation and management of confidential documents; the facilitation of project reporting; and the analysis and reporting of financial and statistical information. Business Support is the central business unit for the Children, Youth and Families division and is the office responsible for providing support to the Executive Group Manager. The unit provides coordination and management of matters relating to Government and Assembly business and contributes to the development of whole of government strategic policy initiatives.

Eligibility/Other Requirements: Proven high level experience in working with senior executives. Proficiency with Microsoft Office products and database systems. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

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

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

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Alison Grace (02) 6205 9225 [alison.grace@act.gov.au](mailto:alison.grace@act.gov.au)

## **Children, Youth and Families**

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



**Bimberi Residential Services**

**Operations Manager, Bimberi Residential Services**

**Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 00411)**

Gazetted: 07 February 2020

Closing Date: 24 February 2020

Details: Bimberi Residential Services is seeking a highly motivated individual with excellent leadership, advocacy and communication skills to join the team as Operations Manager, Bimberi Youth Justice Centre. As a member of the senior management team, the operations manager is responsible for the overall operational matters of the Centre and provides direct supervision to the Unit Managers.

The Operations Manager is responsible for the day to day management of the Centre operations by facilitating close interaction and supervision with staff and young people, promoting initiatives and developing innovative approaches to meeting client and program needs.

The role is focussed on delivering the best possible outcomes for children and young people through responsive client service underpinned by trauma informed best practice.

The occupant of this position will work with program providers in the provision of quality care, support and welfare services, developmental and rehabilitation programs for clients, provide leadership and promote a commitment to the delivery of services and support systems for residents. The position occupant will require demonstrated experience in the management of staff and residents in a custodial environment.

Eligibility/Other Requirements:

Relevant tertiary qualifications e.g.: in Social Work, Psychology, Social Welfare, Social Science, Youth Justice/Criminology or related discipline.

Experience in management of a youth justice environment.

Two years' experience working with children, youth and/or families.

Must be prepared to actively participate on the on-call roster for Bimberi Residential Services.

Possession of a current drivers licence and Senior First Aid Certificate.

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

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. The successful applicant must be prepared to actively participate on the on-call roster for Bimberi Residential Services. As part of the recruitment process you will be required to undertake psychometric assessment.

How to Apply: Applicants are to address and provide a written response to the Selection Criteria located in the position description and provide a current curriculum vitae and the names and contact details of two referees.

*Applications should be submitted via the Apply Button now.*

Contact Officer: Kim Gardiner (02) 6205 3620 [kim.gardiner@act.gov.au](mailto:kim.gardiner@act.gov.au)

**Children, Youth and Families**

**Child and Youth Protection Services**

**Bimberi Residential Services**

**Training Officer, Bimberi Residential Services**

**Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 46586)**

Gazetted: 06 February 2020

Closing Date: 24 February 2020

Details: Bimberi Residential Services is seeking a highly motivated individual with excellent leadership, advocacy and communication skills to join the team as Training Officer, Bimberi Residential Services. The Training Officer is a key role that is responsible for the design, development and delivery of high-quality training and development programs for staff across Bimberi Residential Services. It is also responsible for providing support to the Deputy Senior Manager in the management and implementation of training activities.

The Training Officer is responsible for delivering training, resources, tools and processes that embed organisation policy into practice. The position will contribute to research, analysis and implementation of strategies and methodologies to improve the effectiveness of Bimberi Residential Services.

The role is responsible for the training and development function across Bimberi Residential Services, identifying local learning needs and in consultation with the Deputy Senior Manager and Executive Branch Manager develop and implement strategies to address these needs in line with organisational goals. 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 qualifications and experience in adult training and development and / or eligibility for continued enrolment in relevant tertiary qualifications e.g.: in Social Work, Psychology, Social Welfare, Social Science or related discipline is preferred.

Experience in preparation and delivery of online and face to face training modules.

Expertise in the use of ICT business systems and applications used to develop training modules.

Possession of a current driver's licence and Senior First Aid Certificate.

*Working with Vulnerable People (Background Checking) ACT 2011* will be required. For further information on Working with Vulnerable People registrations refer to: [www.legislation.act.gov.au/a/2011-44/default.asp](http://www.legislation.act.gov.au/a/2011-44/default.asp) and [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: This position is part-time at 22 hours per week and the full-time salary noted above will be pro-rata. 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 and provide a written response to the Selection Criteria located in the Position Description and provide a current curriculum vitae and the names and contact details of two referees.

*Applications should be submitted via the Apply Button now.*

Contact Officer: Kim Gardiner (02) 6205 3620 [kim.gardiner@act.gov.au](mailto:kim.gardiner@act.gov.au)

### **Cultural Facilities Corporation**

#### **Administrative Services Officer Class 5**

**Salary: \$79,253 - \$83,888 plus superannuation**

**Position No: 3573**

Advertised (Gazettal date): 04 February 2020

Details: The Canberra Theatre Centre is looking for interested applicants to fill the position of Technical Producer. The position provides high level client service to productions inclusive of pre-production, logistical and budget management. The Technical Producer also provides support for all departments in the Canberra Theatre Centre Applicants will need to have proven knowledge and experience in professional performing arts theatre venues. The position requires the applicant to work some nights or weekends as required. A strong understanding of production management, CAD software and technical procedures is essential.

Note: This is a 1 year temporary contract with the possibility of extension or permanency.

How to Apply: Please provide a two-page pitch demonstrating your experience and suitability to perform the role. Your pitch should include relevant examples that demonstrate the Selection Criteria.

### **Education**

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

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

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

#### **Strategic Policy and Reform**

#### **Royal Commission Response Team**

#### **Business Support Officer**

**Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 46533)**

Gazetted: 06 February 2020

Closing Date: 20 February 2020

Details: Interested in joining a new team in Education Strategic Policy focussed on the work of two Royal Commissions? Enjoy supporting a busy team and establishing good processes? Want to make all ACT schools safer

and more inclusive? Have experience in administration, executive assistance, project planning or team management?

We're looking for an administration and support officer to work in the Royal Commission Response Team. Working to the Directors and Branch Manager, you will have a great opportunity to be innovative and deal with complex problems arising from the Royal Commissions and recommendations. You will need; the ability to plan and budget expenses; support the needs of the team; undertake research, writing and policy analysis; secretariat support to internal committees; develop strong relationships with stakeholders; and have a strong desire to protect and help survivors of sexual abuse and children with disability.

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

Note: This is a temporary position starting immediately for a period of twelve months with possibility of extension and/or permanency. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk and across multiple Education sites.

How to Apply: Submit an application addressing the Selection Criteria and your suitability for the role, a current curriculum vitae and contact details of two referees.

*Applications should be submitted via the Apply Button now.*

Contact Officer: Chris Jones (02) 6207 0333 [chrisd.jones@act.gov.au](mailto:chrisd.jones@act.gov.au)

## **System Policy and Reform**

### **Strategic Policy and Reform**

#### **Royal Commission Response Team**

#### **Records Collection and Manager**

#### **Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 46534)**

Gazetted: 06 February 2020

Closing Date: 20 February 2020

Details: Interested in joining a new team in Education Strategic Policy focussed on the important work of two Royal Commissions? Enjoy research and discovery and have the ability to think laterally and like solving problems? Want to make all ACT schools safer and more inclusive? Have experience in records management, archiving, electronic files or school and government administration?

We're looking for a records recovery and research officer to work in the Royal Commission Response Team. Working to the Directors, you will have a great opportunity to be innovative and deal with research and records recovery for the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability. You will need curiosity, determination, persistence and the ability to analyse large amounts of written information quickly. The Education Directorate is a child safe organisation that 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: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: This is a temporary position starting immediately for a period of twelve months with possibility of extension and/or permanency. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk and across multiple Education sites.

How to Apply: Submit an application addressing the Selection Criteria and your suitability for the role, a current curriculum vitae and contact details of two referees.

*Applications should be submitted via the Apply Button now.*

Contact Officer: Chris Jones (02) 6207 0333 [chrisd.jones@act.gov.au](mailto:chrisd.jones@act.gov.au)

## **School Performance and Improvement**

### **South and Weston Network**

#### **Charles Weston School Coombs**

#### **Defence Support Mentor**

**School Assistant 2 \$48,205 - \$53,228, Canberra (PN: 46640)**

Gazetted: 07 February 2020

Closing Date: 14 February 2020

Details: Do you have experience in supporting children and families, a background or understanding of the needs of Australian Defence Force families, and strong communication skills suitable for a primary school environment? We are advertising for a Defence School Mentor who will provide assistance and support to the children of Australian Defence Force families as they move between schools and during times of parental absence.

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

Note: This is a temporary position for the 2020 school year. This position is part-time at (6:30) hours per week and the full-time salary noted above will be pro-rata. It is the equivalent to one day a week but the hours would preferably be spread over two working days. Selection may be based on application and referee reports only.

How to Apply: Please submit an application of no more than two pages addressing the Selection Criteria and outlining your suitability for the role in a Primary School setting, a current curriculum vitae of no more than two pages and include the names of two referees that may be contacted by the panel.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Anne Gummow (02) 6142 0404 [anne.gummow@ed.act.edu.au](mailto:anne.gummow@ed.act.edu.au)

**Business Services**

**People and Performance**

**Business Partnering**

**Director, HR Business Partner**

**Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 43945)**

Gazetted: 10 February 2020

Closing Date: 17 February 2020

Details: We are seeking a Director, Human Resource Business Partner to join our fast paced team. The Business Partnering team provide high quality, client focused human resources services to ensure the Directorate maintains a highly skilled, sustainable workforce. The Business Partner is required to provide expert advice and assistance to managers and senior executives on a broad range of strategic HR management activities in accordance with relevant legislation, policies and guidelines.

We need an excellent communicator with the ability to build and maintain positive working relationships and provide effective operational leadership to the HR Business Partnering team. The successful candidate will be an experienced HR Professional and team leader in a large and complex working environment and will have a genuine passion for the all things HR. You will be outcomes focussed, agile with the ability to work well in a fast paced environment, be open and adaptable to change and be able to hit the ground running. If this sounds like you we would love to see your pitch

Eligibility/Other Requirements: Desirable Relevant tertiary qualifications or extensive experience in a similar role would be advantageous. Recent similar experience in an education setting would be advantageous.

Professional memberships relevant to HR would be an advantage and/or AHRI Professional Accreditation/ Practising Certificate.

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

How to Apply: Please submit a two page pitch and curriculum vitae.

*Applications should be submitted via the Apply Button now.*

Contact Officer: Katie Dunn (02) 6207 7448 [katie.dunn@act.gov.au](mailto:katie.dunn@act.gov.au)

**Service Design and Delivery**

**Learning and Teaching**

**Aboriginal and Torres Strait Islander Education**

**Assistant Director Policy and Partnerships**

**Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 16970)**

Gazetted: 12 February 2020

Closing Date: 28 February 2020

Details: The Assistant Director Policy and Partnerships supports the Director Aboriginal and Torres Strait Islander Education in providing strategic and policy advice to the Senior Executive and Minister on matters relating to Aboriginal and Torres Strait Islander Education and its links to both Directorate, ACT and Federal Government priorities. The Assistant Director also provides secretariat support for the ACT Aboriginal and Torres Strait Islander Education Advisory Group and leads strategic partnerships on behalf of the Directorate, including representing the Directorate at meetings, forums and events on matters relating to Aboriginal and Torres Strait Islander education and managing relationships with wide range of internal and external stakeholders to promote Cultural Integrity. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace.

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

This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

Note: This is a temporary position available Immediately until March 2021 with the possibility of extension and/or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months.

How to Apply: Please submit an application with a current curriculum vitae including the contact details of two referees, together with a supporting statement (maximum five pages) addressing the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Patrick Chapman (02) 6205 0156 [patrick.chapman@act.gov.au](mailto:patrick.chapman@act.gov.au)

## **Business Services**

### **People and Performance**

#### **Business Partnering**

#### **Assistant Director, Injury Liaison**

#### **Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 42214)**

Gazetted: 10 February 2020

Closing Date: 17 February 2020

Details: We are seeking an Assistant Director, Injury Liaison, to join our team. When workplace illness or injury occurs, we want to ensure the best outcomes for staff! The Injury Liaison role plays an integral part in helping facilitate the safe and early return to meaningful work for injured workers through effective communication with all relevant parties.

We're seeking an effective communicator with the ability to build and maintain positive working relationships. The successful candidate will have experience in Injury Management and Return to Work Programs in a large and complex working environment and will have a genuine passion for the health, safety and well-being of others. You will need to work well in a team environment, be supportive of others and flexible in your approach to competing deadlines and daily workloads. If this sounds like you we would love to see your Expression of Interest.

Note: This is a temporary position available from 10 March 2020 until 11 September 2020 with the possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Two page pitch outlining why you possess the attributes to best perform this role.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Justine Fisher (02) 6207 3443 [justine.fisher@act.gov.au](mailto:justine.fisher@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 Improvement**

### **North Canberra Gungahlin Network**

#### **Dickson College**

#### **Business Manager**

#### **Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 28625)**

Gazetted: 06 February 2020

Closing Date: 27 February 2020

Details: Dickson College is a senior secondary college located in the inner north of Canberra which also includes the only Secondary Introductory English Centre (SIEC) in the ACT. The College is an inclusive education setting with approx. 780 students and 90 staff, and a place where all abilities and cultural backgrounds are welcomed and supported. Our College facilities are regularly used by community groups on a weekly basis. An opportunity exists to join the Executive team at Dickson College in the Business Manager role. This position actively contributes to the school leadership team and leads, plans and oversees the operations of the school business, in line with relevant legislation, policy and procedures of the ACT Government and ACT Education Directorate. An ability to think critically will be vital in providing informed advice to the Principal to minimise risks, ensure compliance, to strategically ensure the most effective use of resources and to offer advice and solutions for business operations including identifying issues and following established protocols. Excellent communication and customer service skills will be essential. The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe, happy and positive environment for its students. They provide valuable, enabling support to the Principal while working collaboratively with the school leadership team and the school community to support student outcomes. Responsibility for leading, mentoring and managing the non-teaching support staff of the school also falls within the expectations of this role.

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

Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness or a willingness to undertake appropriate training. For further information refer to - [www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety). A First Aid Certificate or a willingness to undertake appropriate training. Desirable: Experience in a business-related role. Financial qualification or relevant experience.

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria, together with your curriculum vitae and names of two referees before the closing date.

*Applications should be submitted via the Apply Button now.*

Contact Officer: Craig Edwards (02) 6142 0140 [craig.edwards@ed.act.edu.au](mailto:craig.edwards@ed.act.edu.au)

## **System Policy and Reform**

### **Strategic Policy and Reform**

#### **Royal Commission Response Team**

#### **Royal Commission Policy and Project Officer**

#### **Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 46531, Several)**

Gazetted: 06 February 2020

Closing Date: 20 February 2020

Details: Interested in joining a new team in Education Strategic Policy focussed on the work of two Royal Commissions? Enjoy policy and project work with positive outcomes and set deadlines? Want to make all ACT schools safer and more inclusive? Have experience in policy development, project management, Royal Commissions or front line implementation?

We're looking for two senior officers to work in the Royal Commission Response Team. Working to the Directors and Branch Manager, you will have a great opportunity to be innovative and respond to complex challenges arising from the Royal Commissions and Commission recommendations. You will need the ability to plan and write engaging content, develop strong relationships with stakeholders, and have a strong desire to protect and help survivors of sexual abuse and children with disability.

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

Note: This is a temporary position starting immediately for a period of twelve months with possibility of extension and/or permanency. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk and across multiple Education sites.

How to Apply: Submit an application addressing the Selection Criteria and your suitability for the role, a current curriculum vitae and contact details of two referees.

*Applications should be submitted via the Apply Button now.*



Contact Officer: ChrisD Jones (02) 6207 0333 [chrisd.jones@act.gov.au](mailto:chrisd.jones@act.gov.au)

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

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

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

#### **Environment**

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

##### **Spatial Data and Information Manager**

##### **Technical Officer Level 4 \$85,394 - \$97,732, Canberra (PN: 46580)**

Gazetted: 10 February 2020

Closing Date: 24 February 2020

Details: This position supports the ACT Parks and Conservation Service (PCS) with asset, data and program management, geospatial planning and analysis, and provides business intelligence to support future strategies, policies and investment programs. The role will need to work closely with teams across PCS including; urban reserves, rural reserves, national parks, fire and forestry. The position sits within the PCS Projects team, however, is also part of a centre of excellence (virtual team) of data and information managers within the Environment, Planning and Sustainable Development (EPSDD) Environment Division that provide support and coordination across the Division to:

Bring together GIS data and provide accessibility to data across the Division.

Provide consistency and standardisation of data.

Remove duplication.

The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability to apply.

Eligibility/Other requirements: Mandatory: Relevant tertiary qualifications. Driver's licence (C-class) is mandatory.

Highly Desirable: Relevant technical or domain knowledge including competence in GIS, software tools such as Microsoft Office suite.

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, addressing the Selection Criteria, along with your current curriculum vitae, listing two referees and their contact details.

*Applications should be submitted via the Apply Button now.*

Contact Officer: Sophie Clement (02) 6207 4857 [sophiej.clement@act.gov.au](mailto:sophiej.clement@act.gov.au)

#### **Sustainability and the Built Environment**

##### **Climate Change and Sustainability**

##### **Program Delivery**

##### **Program Officer**

##### **Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 43178, several)**

Gazetted: 10 February 2020

Closing Date: 17 February 2020

Details: Program Delivery team is seeking to employ a Program Officer to assist the Household Unit in the day to day delivery of a range of sustainability programs for the Household sector. Two positions are available. One position will design and deliver the Actsmart for Renters program to support renters to make their homes more energy efficient. The second position will support the delivery of the Actsmart Low Income Household program which manages the contract supporting low income households to make their homes more energy efficient. The Household team is an active and engaging work environment, with excellent opportunities to contribute to the on-ground delivery of a range of sustainability awareness and action programs.

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

Note: There are two full-time temporary positions available immediately with one up until 8 October 2020 with the possibility of extension and/or permanency and the other until 30 June 2021 and with the possibility of extension and/or permanency. Some after-hours and weekend work may be required. 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. 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 Button now.*

Contact Officer: Toby Pearson (02) 6205 7036 [toby.pearson@act.gov.au](mailto:toby.pearson@act.gov.au)

**Office of the Commissioner for Sustainability and the Environment  
Commissioner for Sustainability and the Environment**

**2.3 \$307,053 - \$319,330 depending on current superannuation arrangements, Canberra (PN: D00013)**

Gazetted: 07 February 2020

Closing Date: 24 February 2020

Details: The Commissioner maintains oversight of the health of the ACT's environment and tracks the progress of environment and sustainability initiatives. The role of the Commissioner is to:

Author the state of the environment reports,

Investigate complaints concerning environmental management, and

Undertake an advocacy and awareness role.

Applications are sought from candidates with established ability to engage leaders of Government and other relevant parties to advocate Best Practice Environmental and Sustainability operations.

You will be recognised nationally or internationally for your strong background within such fields as:

Environmental/Biological/Climate Sciences.

Sustainability and Advocacy.

Natural Resource Management.

The successful applicant will provide exceptional leadership and executive management skills, high level knowledge and understanding of environmental and sustainability issues, and sound judgment.

The Commissioner for Sustainability and the Environment is a rare professional opportunity which can take your career to the next level in terms of advocacy for our environment.

Remuneration: The position attracts a remuneration package ranging from \$307,053 to \$319,330 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$245,543.

Appointment: The successful applicant will be appointed for a period of up to five years and the appointment instrument will be available on the Legislation Register. Prospective applicants should be aware that this is a Ministerial appointment, which requires Cabinet approval. The appointment will also require consultation with the relevant ACT Legislative Assembly Standing Committee. The appointment is a disallowable instrument that is tabled in the Legislative Assembly.

How to Apply: Applicants should submit an application (maximum 2 pages), addressing the selection criteria providing details of their relevant experience and skills, with consideration of the executive capabilities and role requirements outlined in the duty statement. A covering letter outlining how applicants will approach the role, a copy of a current curriculum vitae, and the name and contact details for two referees should also be provided.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Geoffrey Rutledge, Deputy Director-General, EPSDD (02) 6207 5001 [geoffrey.rutledge@act.gov.au](mailto:geoffrey.rutledge@act.gov.au)

**Environment**

**Nature Conservation Policy**

**Natural Environment**

**Director**

**Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 16011, several)**

Gazetted: 06 February 2020



Closing Date: 2 March 2020

Details: The Conservation, Biosecurity and Water Policy and Planning Branch is seeking a highly knowledgeable and experienced individual to manage the Biodiversity Policy team.

The Biodiversity Policy team focuses on policy and planning for biodiversity conservation, environmental offsets and natural resource management. The team has key responsibilities for legislation relating to nature conservation, fisheries, implementation of the ACT Nature Conservation Strategy and provides policy support for environment and primary industries inter-jurisdictional fora. The team provides secretariat support for the work of the ACT Scientific Committee (a statutory committee established under the *Nature Conservation Act 2014*), and the Grassy Woodlands Stakeholder Group, and others.

The primary responsibilities for this position include managing a small team responsible for biodiversity conservation and natural resource management policy and planning and leading the review and development of policies and legislation.

The candidate will be highly knowledgeable about a broad range of biodiversity conservation, environmental and natural resource management issues, particularly in the ACT context. The candidate will also have experience in providing high level policy and strategic advice to senior management and the Minister. The successful candidate will have excellent written and verbal communication and negotiation skill, and past experience in representation and liaison with other states/territories, the Commonwealth government and other key stakeholders.

Eligibility/Other Requirements: Tertiary qualifications in environmental policy, environmental science, natural resource management or related disciplines are highly desirable. Knowledge of, or experience in the fields of biodiversity conservation, natural resource management, climate change and/or environmental science including international, national, state and/or local government responsibilities and interactions will be well regarded.

How to Apply: Please submit a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Matt Kendall (02) 6205 7200 matt.kendall@act.gov.au

## **Justice and Community Safety**

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

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

### **ACT Corrective Services**

#### **Corporate Services**

#### **Information and Business Solutions Unit**

#### **Data Support Officer**

#### **Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 39734)**

Gazetted: 10 February 2020

Closing Date: 24 February 2020

Details: ACT Corrective Services (ACTCS) is seeking applications from passionate and motivated professionals for the position of Data Support Officer with the Information and Business Solutions Unit. ACTCS is currently progressing the Corrective Services Information Management Solution (CSIMS) project to implement a new offender management system. Under the broad direction from the CSIMS Data Subject Matter Experts, the Data Support Officer will assist with the various data activities such as data analysis, data mapping between existing system (JOIST system based on VB6 frontend with SQL database) and CORIS, preparing data queries and extracts, perform data quality assurance and cleansing process, build and test various reports, and support overall data migration activities.

The Data Support Officer will work closely with supplier data teams during the testing, training and implementation stage of the project and be a CSIMS data champion to provide assistance to ACTCS' staff after go-live. 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 SQL Database queries and MS excel is essential.

Relevant tertiary qualifications in data analysis/project management/IT Systems management or equivalent experience would be highly desirable.

Experience in Corrective Services is desirable.

The successful candidate may be required to undergo a National Police check

Current full driver's licence.

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

Note: This is a temporary position available immediately for a period of 12 months with the possibility of extension. A merit list will be established and may be used to fill future identical vacancies within 12 months.

How to Apply: Applicants are required to submit four items: (1) one to three page written response addressing the Professional/Technical Skills and Knowledge, Behavioural capabilities, having regard for the job requirements; (2) a current curriculum vitae; (3) the names and contact details of two referees (one should be a current Supervisor/Manager); and (4) a copy of your current driver's licence. Please ensure you submit all four items.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Diane Wong (02) 6205 3651 [diane.wong@act.gov.au](mailto:diane.wong@act.gov.au)

## **ACT Corrective Services**

### **Policy, Legal and Research Unit**

#### **Senior Policy Officer (Indigenous Services and Cultural Diversity)**

#### **Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 43036)**

Gazetted: 06 February 2020

Closing Date: 20 February 2020

Details: An opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced and highly motivated person to fill the position of Senior Policy Officer (Indigenous Services and Cultural Diversity), in the Executive Support and Government unit. The successful applicant will contribute to the development and implementation of strategic and operational policy. You will interpret existing policy, legislation and practices to create insightful, concise, and intelligible products, with a focus on Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse Peoples. This position will require the successful applicant to develop and maintain networks across industry, government, and other stakeholders to elicit support, involvement, and knowledge relevant to and impacting corrective services. This position will also support the achievement of program objectives in a timely and professional manner and to a high standard. To be successful in the role, the officer will need to be highly organised, pay attention to detail and be able to communicate with a broad range of stakeholders across government, the community sector, academia and the public. The officer will need to be self-motivated, respond quickly to changing priorities and show initiative, sound judgement and an ability to adhere to tight timeframes.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field, e.g.: Law, Criminology, Social Sciences would be an advantage. The successful candidate will be required to undergo a National police check. Current driver's licence is essential. This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

How to Apply: Applicants are required to submit three items: (1) a one to three page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements; (2) a current curriculum vitae; and (3) the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all three items.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Laila Kazak (02) 6207 9289 [laila.kazak@act.gov.au](mailto:laila.kazak@act.gov.au)

## **ACT Courts and Tribunals**

### **Magistrates Court Registrar**

#### **Coroners**

#### **Senior Coroners Support Officer**

**Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 42000)**

Gazetted: 12 February 2020

Closing Date: 26 February 2020

Details: The Coroners Section of the ACT Courts and Tribunal is looking for a Senior Coroners Support Officer. Coroners Support Officers assist the coronial jurisdiction by undertaking routine file management, document preparation and administration tasks on behalf of the ACT Coroners. They are also usually the first point of contact for families and Police in relation to deaths reported to the Coroner. The Senior Coroners Support Officer has prime responsibility for the work of the Section in this regard, as well as undertaking more complicated coding and statistical work. This role involves exposure to sensitive and confronting materials and information. The work we do is not for everyone. We are looking for a mature and sensible person who has insight and is able to self-manage. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Together with your curriculum vitae please send a pitch of no more than two pages, with reference to the Selection Criteria, setting out why you should be the preferred applicant for this role.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Sarah Baker-Goldsmith (02) 6207 0598 sarah.baker-goldsmith@courts.act.gov.au

**Courts and Tribunal**

**Sheriff's Office**

**Jury Support Officer**

**Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN: 43652)**

Gazetted: 06 February 2020

Closing Date: 20 February 2020

Details: The ACT Sheriff's Office is seeking a motivated person who possesses excellent interpersonal and communication skills to perform the duties of a Jury Support Officer. The successful applicant will be required to perform a wide variety of tasks including: maintaining the jury management system, production of jury summonses, creation of jury pool lists, responding to enquiries from summoned people, data entry, records management and jury payments. The ACT Courts and Tribunal supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal or Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply. If you require any further information please contact the Contact Officer.

Note: This is a temporary position available until 29 May 2020 with the possibility of permanency. The Jury Support Officer may, from time to time be required to perform the duties of a Sheriff's Assistant, which will require you to wear a uniform and conform to dress code and personal appearance guidelines. Appropriate training will be provided.

How to Apply: Please submit a written application of no more than two pages, answering the following questions: 1. Working as a Jury Support Officer can involve processing repetitive and high volumes of jury applications. Explain how you would best manage this workload whilst maintaining productivity and ensuring your own well-being. 2. Explain how you effectively engage with disgruntled people in both written and verbal form. The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description. You will also need to provide a current curriculum vitae and contact details of at least two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Simone Peisker (02) 6207 0355 simone.peisker@courts.act.gov.au

**Corporate**

**Deputy Director-General (Justice)**

**Executive Level 3.2 \$361,128 - \$375,818 depending on current superannuation arrangements, Canberra (PN: E723)**

Gazetted: 07 February 2020

Closing Date: 14 February 2020

Details: The Justice and Community Justice Directorate is seeking expressions of interest from experienced senior executives to temporarily fill the Deputy Director-General Justice role:

The Deputy Director-General Justice advises and supports the Attorney-General; the Minister for Police and Emergency Services; the Minister for Justice and Consumer Affairs and Road Safety; and the Minister for Corrections and Justice Health. The Directorate delivers a wide range of justice and community safety services within the ACT and seeks to maintain a fair, safe and peaceful environment in which people's rights and interests are respected and protected.

Eligibility/Other Requirements: To be a strong contender, you will need to have an outstanding record of achievement as a senior executive in a large, complex, politically sensitive and operationally diverse organisation. You will also have a proven record of achievement in contributing to and influencing key policy decisions and providing timely and robust advice on a range of portfolio / service-wide issues. Your well-honed representational and stakeholder management skills, sound judgement and collegiate approach will be complemented by an interpersonal style that engenders trust and respect. Formal legal qualifications are desirable.

How to Apply: Applicants should submit a one page pitch expression of interest and resume addressing their suitability and availability for the role to [richard.glenn@act.gov.au](mailto:richard.glenn@act.gov.au) by COB Friday 14 February 2020.

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

Remuneration: The position attracts a remuneration package ranging from \$361,128 - \$375,818 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$293,809.

Contact Officer: Richard Glenn (02) 6207 0500 [richard.glenn@act.gov.au](mailto:richard.glenn@act.gov.au)

*Applications should be sent to the Contact Officer.*

## **Corporate**

### **Executive Branch Manager, Governance and Business Improvement**

**Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E587)**

Gazetted: 07 February 2020

Closing Date: 21 February 2020

Details: The Justice and Community Safety Directorate is seeking an experienced, innovative and motivated senior executive to fill the position of Executive Branch Manager (EBM), Governance and Business Improvement. The EBM, Governance and Business Improvement reports to the Chief Operating Officer and is part of the Directorate's Corporate Executive team.

The EMB provides executive leadership and direction to a team delivering directorate-wide services such as internal governance and risk management.

Governance and Business Improvement delivers a broad range of services including ministerial services, governance, audit and risk management, protective security policy framework, records management, freedom of information, delegations, digital services support, directorate-based policy and procedures, coordination and reporting.

The EBM provides effective leadership and development of the Branch to continually improve performance and develop a strong customer service culture. The occupant of this position will provide effective leadership in risk management and business continuity frameworks and planning. The successful applicant will also demonstrate a strong record and leadership in implementing key projects at an executive level with skills in strategic planning, building and maintaining key relationships and in delivery of business improvement initiatives.

The position works closely with other corporate areas and has significant contact with each Ministerial Office, executives from other agencies, and the business unit heads across the directorate.

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

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: Applicants should submit a two page application and resume addressing their suitability and availability for the role to [moira.crowhurst@act.gov.au](mailto:moira.crowhurst@act.gov.au).

*Applications should be sent to the Contact Officer.*

Contact Officer: Moira Crowhurst Chief Operation Officer (02) 6207 8420 [moira.crowhurst@act.gov.au](mailto:moira.crowhurst@act.gov.au)

## **Corporate**

### **Executive Branch Manager, People and Workplace Strategy**

**Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E635)**

Gazetted: 07 February 2020

Closing Date: 21 February 2020

Details: The Justice and Community Safety Directorate is seeking an experienced, innovative and motivated senior executive to fill the position of Executive Branch Manager, People and Workplace Strategy.

The Executive Branch Manager, People and Workplace Strategy, reports to the Chief Operating Officer and provides executive leadership and direction to a team delivering directorate-wide services including:

human resources,

industrial relations,

workplace health and safety,

injury management,

organisational development and learning, and social inclusion.

They will be required to draw on considerable experience and expertise covering:

strategic HR management and strategic workforce planning, given the dispersed nature of the workforce,

industrial relations, including significant engagement with relevant Unions,

employee relations to facilitate mutually agreeable outcomes in complex people case management,

workplace health and safety to drive Directorate wide improvements and revise and implement better strategies for injury management.

The role supports the Director-General, and directorate executives in further developing high-performance culture(s) by ensuring that the ACTPS values are communicated and expected behaviours are met by all employees.

This role will work in partnership with stakeholders (internal and external) to deliver sound directorate HR strategies and superior services to the directorate, its agencies and people.

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

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: Applicants should submit a two page application and resume addressing their suitability and availability for the role to [moira.crowhurst@act.gov.au](mailto:moira.crowhurst@act.gov.au).

*Applications should be sent to the Contact Officer.*

Contact Officer: Moira Crowhurst Chief Operating Officer (02) 6207 8420 [moira.crowhurst@act.gov.au](mailto:moira.crowhurst@act.gov.au)

## **Legislation, Policy and Program**

### **Road Safety and Transport Regulation**

#### **Director**

**Legal Officer Grade 1.10/ Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 42653)**

Gazetted: 06 February 2020

Closing Date: 20 February 2020

Details: Legislation, Policy and Programs is seeking an experienced officer to join the Road Safety and Transport Regulation team in a new role (Senior Officer Grade B Level or Legal Office Grade 1.10).

The Road Safety and Transport Regulation team is responsible for a range of road safety and transport matters and reports to the Minister for Justice, Consumer Affairs and Road Safety. The branch researches and develops programs, policy, regulation and legislation on a range of road safety and transport matters including developing and managing the ACT's Road Safety Strategy and Action Plan.

A senior officer with experience in regulatory reform, procurement and privacy is required to work on a new project exploring options to address driver distraction in the ACT. The role requires someone with strong communication skills, a proven ability to deliver quality products within set time frames and experience in

legislative development, including assessing privacy implications. They will also be required to develop and promote positive relationships with stakeholders and represent the Directorate in consultations.

Eligibility/Other Requirements: Applicants for Legal 1 - A degree in Laws of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Director-General, is appropriate to the duties of the office.

Note: This is a temporary position available immediately for 12 months. Selection may be based on application and referee reports only. This position will be filled at either the Senior Officer Grade B Level or Legal Office Grade 1.10, dependant on the skills and experience of the successful applicant.

How to Apply: Applicants should submit a one to two page pitch that outlines specific evidenced-based examples of your past experience to demonstrate your ability to undertake this role, together with a copy of your current curriculum vitae.

*Applications should be submitted via the Apply Button now.*

Contact Officer: Alison Kemp (02) 6207 5891 alison.kemp@act.gov.au

## **Emergency Services Agency**

### **Governance and Logistics**

#### **Fleet and Logistics**

#### **Assistant Director, Logistics**

#### **Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 01752)**

Gazetted: 12 February 2020

Closing Date: 26 February 2020

Details: ACT Emergency Services Agency (ESA) is looking for an Assistant Director who is comfortable with leading change, has a track record of implementing process improvements and providing a high level of customer service. This position provides significant support in the delivery and implementation of ESA's key objectives.

The ESA is about improving community safety for Canberrans whilst the city expands, and the population grows.

Governance and Logistics is about enabling the operational areas of ESA to better service the needs and expectations of the community allowing ESA to continue to deliver high safety outcomes for the ACT.

The ACT Emergency Services Agency, an agency within the Justice and Community Safety Directorate, is responsible for emergency management and related support arrangements in the Territory.

The Agency has four operational services;

ACT Ambulance Service (including SouthCare Aeromedical Rescue Service);

ACT Fire and Rescue;

ACT Rural Fire Service; and

ACT State Emergency Service.

Applications are sought for the position of Assistant Director, Fleet and Logistics. A collaborative, solutions-focused team member with excellent administrative, communication and organisational skills is required.

The successful applicant will report directly to the Director, Fleet and Logistics and has responsibility for the leadership of the Logistics and Workshop teams.

Eligibility/Other Requirements: A collaborative, solutions-focused team member with excellent leadership, administrative, communication and organisational skills is required. The successful candidate may require a pre-employment medical check and will require a Working with Vulnerable People card, or have the ability to obtain one.

Note: This is a temporary position available for up to 12 months. An order of merit may be established to fill future vacancies at level. Suitability for this position will be assessed on your Behaviour, Knowledge and Skills in relation to the duties/responsibilities listed in the Position Description.

How to Apply: If you're interested in the role, please send through no more than a two-page pitch with your curriculum vitae and contact details of at least two referees.

The two-page response should be written in the form of a pitch and should not specifically address the Selection Criteria, but indicate your capacity to perform the duties and responsibilities at the specified classification. Detail your greatest achievement in the last five years and how it relates to this position and its duties; and outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Anthony Mallia (02) 6207 7137 anthony.mallia@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.

**Children, Youth and Families**

**Child and Youth Protection Services**

**Bimberi Residential Services**

**Intelligence and Classification Officer, Bimberi Residential Services**

**Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 46582)**

Gazetted: 06 February 2020

Closing Date: 20 February 2020

Details: Bimberi Residential Services is seeking a highly motivated individual with excellent leadership, advocacy and communication skills to join the team as an Intelligence and Classification Officer, Bimberi Residential Services. The Intelligence and Classification Officer is a key role that provides support to youth justice operations through the collection, collation, analysis and dissemination of timely, accurate and relevant intelligence information to inform the safe and secure operations of the Centre. The role will also be responsible for conducting classification risk assessments and reviews on young people at Bimberi Residential Services.

The Intelligence and Classification Officer will contribute to research, analysis and implementation of strategies and methodologies to improve the effectiveness of Bimberi Residential Services, in compliance with government legislation and Directorate policies and procedures and to keep up to date with changes. The role will also be responsible for the collection and analysis of operational information to inform the management of young people in detention.

The role is focussed on delivering the best possible outcomes for children and young people through responsive client service underpinned by trauma informed best practice.

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 qualifications eg: in Social Work, Psychology, Social Welfare, Social Science or related discipline is highly desirable. Experience in a youth justice management environment.

Two years' experience working with children, youth and/or families

Must actively participate on the on-call roster for Bimberi Residential Services.

Possession of a current drivers licence and Senior First Aid Certificate.

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

Note: The successful applicant must be prepared to actively participate on the on-call roster for Bimberi Residential Services. As part of the recruitment process you will be required to undertake psychometric assessment. 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 and provide a written response to the Selection Criteria located in the Position Description and provide a current curriculum vitae and the names and contact details of two referees.

*Applications should be submitted via the Apply Button now.*

Contact Officer: Kim Gardiner (02) 6205 3620 [kim.gardiner@act.gov.au](mailto:kim.gardiner@act.gov.au)

**Transport Canberra and City Services**

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

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

**Transport Canberra and Business Services**

**Territory and Business Services**

**Canberra Cemeteries**

**Customer Relations Officer**

**Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 07827)**

Gazetted: 12 February 2020

Closing Date: 13 March 2020

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 and will operate a Crematorium at Gungahlin Cemetery (estimated to open late 2020). Canberra Cemeteries is the public face of the ACT Public Cemeteries Authority and manages the day to day operations of public cemeteries in the ACT.

Working in a team based environment, the Customer Relations Officer is responsible for providing information and services in a high quality customer service environment.

Key responsibilities include:

First point of contact with the general public and business partners;

Interpretation of customer requirements efficiently with understanding and empathy;

Assessment and delivery of relevant information, including available grave locations in-situ to the customer;

Process sales of allotments and cremation services (at the time they come on line); and

Field and record complaints and feedback about Cemetery services.

Prepare the daily burial information for dissemination to field staff and update cemetery databases as required by management.

Work independently at alternative office locations (e.g. Woden Cemetery).

Support and disseminate customer service principles and make recommendations to Canberra Cemeteries management to ensure the effective delivery of quality customer service.

In consultation with the Business Manager and Chief Executive Officer, identify and undertake on-the-job training activities.

Account for the collection of Public Monies including checking, balancing and banking and authorisation of transactions as required.

Assist the Business Manager with administrative tasks as required.

Apply the principles of occupational health and safety, workplace diversity and participative work practices within the functional area of activity.

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: Current driver's licence minimum or equivalent is essential. Relevant Cemetery experience is desirable, but not required. Customer Service, sales, administration and/or community services experience is required.

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: Adam Gregory (02) 6204 0203 adam.gregory@act.gov.au

## **Chief Operating Office Group**

### **Finance**

#### **Senior Director, External Budgets and Reporting**

#### **Senior Officer Grade A \$147,006, Canberra (PN: 14159)**

Gazetted: 10 February 2020

Closing Date: 24 February 2020

Details: Join Transport Canberra and City Services as we make Canberra attractive, safe and easy to move around. We offer rewarding careers with great benefits, where you will work on projects that make a difference to the everyday lives of your family, friends and community. The Chief Operating Officer (COO) Group oversees corporate business operations and provides essential services and support to each area within TCCS. The COO Group comprises Governance and Ministerial Services, People and Capability, Safety and Wellbeing, Chief Information Office, Finance and Legal and Contracts.

The Finance Branch sits within the Chief Operating Officer Group and is responsible for facilitating the management of the Directorate's budget, and providing financial advice to the Minister, the Executive Leadership Team, and line managers. The Finance Branch plays a key role in developing strategic approaches to improving financial management practices, cost effectiveness and resource allocation across the Directorate and co-



coordinating the Directorate's budget and financial processes. The Finance Branch works closely with Shared Services to provide financial services, accounting and technical reporting capabilities to the Directorate. This position is a senior role leading a team delivering specialist accounting functions that include financial statements and annual reporting requirements, financial systems development, external recurrent and capital works budgets, financial asset management and liaison with treasury and other external parties. The role provides high level specialist advice to the Chief Financial Officer and the Executive Team on a diverse range of financial issues.

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 written application addressing your suitability for the role against the Selection Criteria included in the Position Description, a current curriculum vitae and contact details of two referees.

*Applications should be submitted via the Apply Now Button below.*

Contact Officer: Andrew Pedersen (02) 6207 5389 [andrew.pedersen@act.gov.au](mailto:andrew.pedersen@act.gov.au)

## **Chief Operating Office Group**

### **Finance**

#### **Director, Finance Business Partners**

#### **Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: A20500)**

Gazetted: 07 February 2020

Closing Date: 21 February 2020

Details: Join Transport Canberra and City Services (TCCS) as we make Canberra attractive, safe and easy to move around. We offer rewarding careers with great benefits, where you will work on projects that make a difference to the everyday lives of your family, friends and community.

The Chief Operating Officer (COO) Group oversees corporate business operations and provides essential services and support to each area within TCCS. The COO Group comprises Governance and Ministerial Services, People and Capability, Safety and Wellbeing, Chief Information Office, Finance and Legal and Contracts.

The Finance Branch sits within the Chief Operating Officer Group and is responsible for facilitating the management of the Directorate's budget, and providing financial advice to the Minister, the Executive Leadership Team, and line managers. The Finance Branch plays a key role in developing strategic approaches to improving financial management practices, cost effectiveness and resource allocation across the Directorate and co-ordinating the Directorate's budget and financial processes. The Finance Branch works closely with Shared Services to provide financial services, accounting and technical reporting capabilities to the Directorate.

This position is a Director role leading a team of Finance Business Partners and providing high level specialist advice to the Senior Director, the CFO and the Executive Team on a diverse range of financial issues. The Finance Business Partners team provide the business units within TCCS with quality analysis, forecasting, reporting and advice on a range of financial issues, financial performance and budget preparation.

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 written application addressing your suitability for the role against the Selection Criteria included in the Position Description, a current curriculum vitae and contact details of two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Andrew Pedersen (02) 6207 5389 [andrew.pedersen@act.gov.au](mailto:andrew.pedersen@act.gov.au)

## **City Services**

### **Roads ACT**

#### **Road Maintenance/Program Delivery**

#### **Contract Manager**

#### **Infrastructure Officer 3 \$107,723 - \$118,250, Canberra (PN: 29018)**

Gazetted: 12 February 2020

Closing Date: 6 March 2020

Details: Roads ACT are seeking an enthusiastic and motivated person to join the Program Delivery team. The role is responsible for planning and organising the infrastructure maintenance services program to ensure timeliness of service delivery and optimising efficiency and resource allocation.

The successful candidate will manage and administer a range of contracts that enable the delivery of quality and timely services and resources.

Eligibility/Other Requirements: Tertiary qualifications in civil engineering and/or relevant building or construction industry experience is essential. Contract administration experience is 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: Applicants should address the "What you require" section of the Position Description and provide this along with a current curriculum vitae.

*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: Niklas Gansel (02) 6205 3167 [niklas.gansel@act.gov.au](mailto:niklas.gansel@act.gov.au)

### **Suburban Land Agency**

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

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

#### **Built Form and Divestment**

##### **Built Form**

##### **Program Manager, Built Form**

##### **Infrastructure Manager/Specialist 1 \$163,766, Canberra (PN: 46370)**

Gazetted: 07 February 2020

Closing Date: 28 February 2020

Details: The Suburban Land Agency (SLA) is seeking applications for the role of Program Manager Built Form who will be responsible for developing, implementing, monitoring and reporting on the delivery of the SLA built form and affordable housing program.

The Program Manager Built Form will lead a small team delivering a diverse range of built form projects. The Program Manager will provide strategic direction to the team and ensure the adherence to project governance systems and procedures including reporting of projects against agreed targets is routinely undertaken.

The Program Manager Built form will champion the values of the ACT Public Services and communicate to Suburban Land Agency Executive and Board on project issues and risks and team management and performance.

The successful candidate will require knowledge and experience of project/program management, land development, building design and construction. A sound knowledge and understanding of the issues relating to delivery of affordable housing as well as relevant tertiary qualifications or experience deemed equivalent is highly desirable.

Eligibility/Other Requirements: A General Construction Induction Card (White Card) and Asbestos Awareness Card 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: Please submit a written application addressing the Selection Criteria limiting responses to 350 words per 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: Nicholas Holt (02) 6207 9646 [nicholas.holt@act.gov.au](mailto:nicholas.holt@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](mailto:jobs@act.gov.au)**

#### **Clinical Services**

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

**Office Chief Psychiatrist**

**Director of Clinical Services - Mental Health Justice Health & Alcohol & Drug Services**

**Senior Specialist \$222,205, Canberra (PN: 45521)**

Gazetted: 13 February 2020

Closing Date: 11 May 2020

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

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

Mental Health, Justice Health and Alcohol & Drug Services include the following programs:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Rehabilitation and Specialty Mental Health Services

Forensic Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Justice Health Services

The position is accountable to and report to the Executive Director of Mental Health, Justice Health and Alcohol & Drug Services (MHJADS) through a Performance Plan. It works in partnership with other members of the Executive Division. MHJADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College.

The Director of Clinical Services and the Executive Director work collaboratively to ensure high quality outcomes for all the people who use the services provided by the Division.

The role has seven direct reports as all the program area Clinical Directors report to the Director of Clinical Services and is ultimately responsible for clinical leadership and clinical governance across the division, ensuring strong medical engagement within MHJADS.

The Director of Clinical Services will also work closely with the Office of the Chief Psychiatrist to safeguard rights of individuals, improve service delivery, administer the functions under the Act and monitor standards and services.

The appointee will be expected to represent the Division and Canberra Health Services both internally and externally in a range of strategic and planning forums. The appointee will also be expected to cross cover the Chief Psychiatrist position when required.

Currently, it is expected that approximately 60% of the Director of Clinical Services' time will be allocated to the managerial and leadership functions, and 40% to providing direct clinical care. )

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand College of Psychiatrists and evidence of satisfactory participation on the RANZCP Continuing Professional Development Program or equivalent specialist qualifications. Extensive experience in the leadership and management of diverse teams working in mental health, justice health or alcohol and drug services environment. Desirable: Knowledge of the Mental Health Act 2015 and other related legislation. Experience in training postgraduates and clinical supervisory skills. Hold a current driver's license. Contact Officer: Karen Grace, Executive Director Mental Health Justice Health Alcohol & Drug Services (02) 5124 7950 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**

**Cancer Ambulatory and Community Health Support**

**Cancer Nursing**

### **Cancer Rapid Assessment Unit**

#### **Career Medical Officer \$122,913 - \$148,507, Canberra (PN: 46516)**

Gazetted: 13 February 2020

Closing Date: 24 February 2020

Overview of the work area and position: The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The Canberra Region Cancer Centre Rapid Assessment Unit provides a dedicated point of access for cancer patients who have urgent care needs related to their cancer diagnosis or the treatment they are receiving, as an alternative to attending the emergency department. The unit is currently staffed by a Nurse Practitioner and Registered Nurse who work in collaboration with the patient's treating team. The Rapid Assessment CMO will work primarily within the Rapid Assessment Unit but will also provide cover for the Level 4 chemotherapy suite to assess ambulant patients attending for treatment when the relevant registrar is not available. The unit currently operates between 8am - 6pm Monday to Friday. Eligibility/Other Requirements: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency with at least 3 years of clinical experience. 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: A/Prof Paul Craft (02) 5124 8502 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 Health, Justice Health and Alcohol and Drug**

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

#### **Clinical Nurse Consultant**

#### **Registered Nurse Level 3.2 \$122,360, Canberra (PN: 32565)**

Gazetted: 13 February 2020

Closing Date: 27 February 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, Alcohol and Drug Services.

Overview of the work area and position:

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

AMHU is a 40-bed inpatient Facility comprised of a 10 bed High Dependency Unit (HDU) and 30 bed Low Dependence Unit (LDU) for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the patient, their carers and other key services. MHSSU is a low

dependency six bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation.

It is expected that in this position you will provide high quality advanced nursing skills, leadership and care to achieve sound outcomes for patients. This includes the provision of high-quality customer service to the patients, carers and other staff of MHJHADS. Although primarily responsible for the HDU, this position works collaboratively with the Assistant Director of Nursing (ADON) and the Clinical Nurse Consultant for LDU to ensure optimum service delivery and best practice across the service. In this position you will be required to undertake professional development and supervision; participate in quality initiatives; contribute to the multidisciplinary team processes and uphold the CHS Values of Reliable, Progressive, Respectful and Kind.

Eligibility/Other Requirements:

**Mandatory**

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Recent 12 months experience in an Acute Mental Health Facility.

**Desirable:**

Holds or is working towards a post graduate qualification in Mental Health Nursing.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Contact Officer: Sonny Ward 0481 004 100 sonny.ward@act.gov.au

## **Clinical Services**

### **Medicine**

#### **Clinical**

#### **Nurse Manager**

#### **Registered Nurse Level 3.2 \$122,360, Canberra (PN: 22413)**

Gazetted: 13 February 2020

Closing Date: 25 February 2020

*Our Vision: creating exceptional health care together*

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

*Our Values: Reliable, Progressive, Respectful and Kind*

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 Medicine provides patient care across ambulatory and inpatient settings. The Nurse Managers within the Division of Medicine work across the division and provide roster, recruitment and other resource related support to nursing staff. The successful applicant will have advanced computer skills, excellent communications skills and have experience in managing roster and recruitment processes.

Eligibility/Other Requirements:

**Mandatory:**

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

**Desirable:**

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Contact Officer: Kellie Noffke (02) 5124 2619 [kellie.noffke@act.gov.au](mailto:kellie.noffke@act.gov.au)

## **Chief Operating Officer Clinical Services**

### **Medicine**

#### **Cardiac Catheter Laboratory**

#### **Cardiac Catheter Laboratory Nurse**

#### **Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 29058)**

Gazetted: 13 February 2020

Closing Date: 27 February 2020

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

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

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

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

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

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

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

Overview of the work area and position:

The Cardiac Catheter Laboratory is a clinical specialty area which provides diagnostic and interventional cardiac services. Cardiac Electrophysiology services are to commence in the coming year. Canberra Hospital has two laboratories, staffed by a specialised team of Interventional Cardiologists, Cardiac Electrophysiologists, Interventional Cardiovascular Nurses and Cardiac Scientists to provide services which assist in timely diagnosis and therapeutic intervention for patients with cardiovascular disease. The Cardiac Catheter Laboratory also includes a Day Procedure Unit. Normal operational service is Monday to Friday with a 24/7 Primary Percutaneous Coronary Intervention (PPCI) service for patients with ST Elevation Myocardial Infarction (STEMI).

Eligibility/Other Requirements:

Mandatory:

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

Highly Desirable:

Minimum three years post registration experience including acute care and previous experience in Cardiac Catheter Laboratory nursing.

Prior to commencement successful candidates will be required to:

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

Pre-employment National Police check.

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

Note: This is a temporary position available for a period of six months.

Contact Officer: Alison Baldwin (02) 5124 3691 [alison.baldwin@act.gov.au](mailto:alison.baldwin@act.gov.au)

## **Clinical Services**

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

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

#### **Registered Nurse Level 2 - Adult Mental Health Services**

#### **Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 45038, several)**

Gazetted: 13 February 2020

Closing Date: 27 February 2020

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

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.

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*.

Note:

These are temporary positions available for six months with the possibility of extension and/or permanency. These are full-time positions working across AAMHS on a rotating shift roster, including morning, evening and night shifts.

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

**Chief Operating Officer Clinical Services  
Rehabilitation, Aged and Community Services**

**Nursing Phillip**

**Clinical Development Nurse**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 29931)**

Gazetted: 13 February 2020

Closing Date: 25 February 2020

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.

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:

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 Canberra Health Services values: Reliable, Progressive, Respectful and Kind.

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 Services 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 ACT Health.

The Community Care Program (CCP) Community Nursing Service delivers a range of community-based technical nursing services to residents of the ACT. These services include wound care, continence management, stoma care, post-acute support, palliative care, and end of life care. Services are delivered in a clinic or domiciliary setting.

Eligibility/Other Requirements:

Mandatory:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

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

Desirable:

Must hold a current Australian drivers' licence,



Relevant post graduate qualifications and recent experience in a wide range of clinical hospital and /or community health applicable to the position

Note: This is a temporary position available for a period of six months.

Contact Officer: Libby Coates 02 5124 1276 libby.coates@act.gov.au

## **Clinical Services**

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

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

##### **Physiotherapist**

**Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 25527)**

Gazetted: 13 February 2020

Closing Date: 25 February 2020

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 Physiotherapy Service forms part of the Allied Health Team and sits within the Division of Women, Youth and Children. The Physiotherapist is community based service which provides individual clinical services for women in the antenatal and postnatal period and for babies less than 12 months of age. The Physiotherapy Service employs qualified Physiotherapists with a solid background in musculoskeletal physiotherapy and women's health and with paediatric experience particularly in the assessment and treatment of musculoskeletal and developmental issues for babies. Experience in developing and delivering group education and health promotion sessions would be a strong asset. Services are currently provided at Tuggeranong, Belconnen and Gungahlin Community Health Centres, and at the West Belconnen Child and family Centre. The Physiotherapist service is part of the broader multidisciplinary services provided by the Women, Youth and Children Community Health Programs across the ACT and works closely with Maternal and Child Health Nurses and Allied Health practitioners.

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

###### **Mandatory:**

Degree or Diploma in Physiotherapy or equivalent qualifications.

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

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

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.

Current drivers licence.

###### **Desirable:**

At least three years' work experience

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

This is a temporary available for 12 months with the possibility of permanency. This position is part-time at (18) hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Cassandra Tinning (02) 5124 2636 [cassandra.tinning@act.gov.au](mailto:cassandra.tinning@act.gov.au)

**Chief Operating Officer Clinical Services  
Rehabilitation, Aged and Community Services  
Transitional Therapy and Care Program  
Dietitian**

**Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 46514)**

Gazetted: 13 February 2020

Closing Date: 26 February 2020

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.

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 Transitional Therapy and Care Program (TTCP) is based at University of Canberra Hospital, Bruce. TTCP is a short-term program that aims to optimise the functioning and independence of older people post discharge from hospital. The program is for a maximum of 12 weeks and is provided either in a 15-bed low level care facility, located in Red Hill or in the client's home. Clients vary in their medical conditions and may include those with orthopaedic conditions, neurological conditions, complex medical conditions and the frail aged.

The Senior Dietitian has an important leadership role within the TTCP Allied Health team and is responsible for the coordination and provision of the day-to-day nutrition services within TTCP. The TTCP Nutrition service offers Dietary assessments, interventions, advice and counselling for nutrition related needs of older clients to facilitate positive outcomes. The Senior Dietitian is responsible for providing professional supervision and support to other Dietitians, Allied Health Assistants and students.

Eligibility/Other Requirements:

Mandatory:

Nutrition/Dietetics degree (or equivalent) from a recognised tertiary institution

Eligible for membership of the Dietitian's Association of Australia (DAA)

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

Current Driver's licence.

Highly Desirable:

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

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment National Police check.

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

Contact Officer: Johanna Hunter (02) 5124 8383 [johanna.hunter@act.gov.au](mailto:johanna.hunter@act.gov.au)

**Quality, Safety, Innovation and Improvement**

**Quality and Safety Executive**

**Executive Office**

**Personal Assistant**

**Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 34923)**

Gazetted: 13 February 2020

Closing Date: 18 February 2020

*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 Quality, Safety, Innovation and Improvement (QSII) Division is focusing on Canberra Health Services' strategic approach to patient safety, quality, governance and risk with an emphasis on continuous quality improvements.

The Division provides strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Person-Centred, Safe and Effective Care and developing a Culture of Continuous Quality Improvement, as well as providing strategic frameworks in quality, governance and risk across Canberra Health Services.

This is achieved through:

Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation.

Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement.

Branches within the Quality, Safety, Innovation and Improvement Division are:

Clinical Effectiveness

Patient Safety

Patient Experience

Risk Management

Legal and Insurance

Accreditation and National Standards

Under broad direction, you will play a key role in providing high level secretarial and administrative assistance and support to the Executive Director QSII, Medical Director and Director of Nursing for Patient Safety and Quality. This role requires a self-motivated, detail orientated person with strong time management and effective organisational skills, with the ability to think laterally, work under pressure and achieve work deadlines in an environment of competing priorities.

Eligibility/Other Requirements

Desirable:

Experience in working one-to-one with a Senior Executive; and

High level of proficiency in Microsoft Office Suite particularly Outlook, Word and Excel.

Relevant qualification in Business Administration.

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 12 months.

Contact Officer: Denise Lamb (02) 5124 9549 [denise.lamb@act.gov.au](mailto:denise.lamb@act.gov.au)

## **Clinical Services**

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

#### **Women and Babies**

##### **Registered Nursing in Maternity Program 2020**

##### **Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 44174, several)**

Gazetted: 13 February 2020

Closing Date: 27 February 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.

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

Are you a registered nurse who has a keen interest in Maternity and Gynaecology nursing?

Centenary Hospital for Women and Children (CHWC) is seeking Registered Nurses with an interest in working within the postnatal and antenatal/gynaecology units, caring for women and babies. The Post Natal unit provides care for women and baby in the immediate period after birth as part of the continuum of care within Maternity Services. The Ante Natal and Gynaecology unit cares for women with complications prior to giving birth or pre/post a gynaecology procedure. The Postnatal and Antenatal/Gynaecology units are located in the Centenary Hospital for Women and Children, Garran ACT.

The Registered Nurses work closely in a team model with the Registered Midwives to achieve excellent outcomes for the women, babies and families in our care. You will be well supported by a twelve month structured education program including support by Clinical Development midwives to learn more about the specialised care that women and babies need during the antenatal and postnatal period.

These positions may open a potential pathway to future postgraduate studies. The Maternity Department works closely with universities to provide opportunities for staff to undertake post graduate Midwifery qualifications.

Eligibility/Other Requirements:

Mandatory:

Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Desirable:

Registered nurses with more than three year's experience.

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:

These are temporary positions available for a period of 12 months with the possibility of permanency. Part-time or full-time hours will be considered. We would also support suitable candidates to apply for Midwifery post graduate qualifications through the University of Canberra. The successful applicant will be required to work a 24/7 rotating roster.

Contact Officer: Chanel Connor (02) 6142 6281 [chanel.l.connor@act.gov.au](mailto:chanel.l.connor@act.gov.au)

**Chief Operating Officer Clinical Services**

**Medicine**

**Cardiac Catheter Laboratory**

**Cardiac Catheter Laboratory Nurse**

**Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 26993, Several)**

Gazetted: 13 February 2020

Closing Date: 24 February 2020

Details: 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.

Overview of the work area and position:

The Cardiac Catheter Laboratory is a clinical specialty area that undertakes a range of diagnostic and interventional cardiac procedures. Canberra Hospital has two laboratories staffed and equipped to provide a 24-hour service to assist in the diagnosis and early intervention of patients with acute cardiac conditions. The Cardiac Catheter Laboratory also includes a Day Procedure Unit. Normal operational service is Monday to Friday with on-call coverage for STEMI activation outside of those hours. Services in Cardiac Electrophysiology have recently commenced in the Cardiac Catheter Laboratory.

Registered Nurses have a key role in caring for patients admitted to the Cardiac Catheter Laboratory as members of the multidisciplinary team.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Post registration experience in acute and/or cardiac care.

Prior to commencement successful candidates will be required to:

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

Undergo pre-employment National Police check.

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

Note: This is a temporary position available for a period of 12 months.

Contact Officer: Alison Baldwin (02) 5124 3691 alison.baldwin@act.gov.au

**Clinical Services**

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

**Rehabilitation and Specialty Mental Health**

**Psychologist, Occupational Therapist, Social Worker**

**Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN: 31825)**

Gazetted: 13 February 2020

Closing Date: 25 February 2020

Details: Canberra Health Services (CHS) is a values led directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. The core values of Reliable Progressive Respectful Kind were developed by us, for us and are unique to our work.

Mental Health, Justice Health and Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include:

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

Overview of the work area and position

Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) is a contemporary evidence based division providing high quality mental health care that is guided by principles of Recovery.

The Mental Health Service for People with Intellectual Disability (MHS-ID) is a specialist team within MHJHADS that provides comprehensive assessment, psychological and psychiatric services to consumers with an intellectual disability and a mental illness. The team aims to provide collaborative care involving the person, their families/carers and community support services. The position involves consultation, liaison, support, education and training to agencies, carers and families.

Sound Assessment skills and high level report writing are required for this position. Providing mental health services to this complex consumer group requires clinicians to be able to work effectively with consumers (who often have limited verbal skill), their families, and support team and service providers.

MHS-ID is located at the Gungahlin Community Health Centre.

Eligibility/Other Requirements:

Mandatory:

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

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

Must hold a current driver's licence.

Social Workers must be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Psychologists must have at least a four or five year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1)

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

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.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

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

Contact Officer: Janelle Walker (02) 5124 1144 [janelle.walker@act.gov.au](mailto:janelle.walker@act.gov.au)

**Chief Operating Officer Clinical Services**

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

**Child and Adolescent Mental Health**

**CAMHS Hospital Liaison Team Clinician**

**Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN: 14401)**

Gazetted: 13 February 2020

Closing Date: 28 February 2020

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.

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

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

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

ACT Wide Mental Health Services (ACT Wide MHS)

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol & Drug Services (ADS)

Child & Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

The role is with the childhood early intervention team that is part of the Child and Adolescent Mental Health Services. It is a multidisciplinary team that provides 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 this role will collaborate with various schools to develop and deliver services to ensure the consistent early detection, treatment and prevention of emerging severe social, emotional and behavioural difficulties in primary school aged children.

Eligibility/Other Requirements:

Mandatory:

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

For Occupational Therapy:

Degree (or recognised equivalent) in Occupational Therapy

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

Must hold a current drivers licence.

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

For Psychology:

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

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

Must hold a current drivers licence.

Highly Desirable:

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

For Social Work:

Degree in Social Work

Eligibility for membership of the Australian Association of Social Workers

Must hold a current drivers licence.

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment National Police check.

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

Highly desirable for all disciplines:

A thorough understanding of child development and experience working with children and young people.

Note: This is a temporary position available for a period of 12 months.

Contact Officer: Delia O'Shea n/a delia.o'shea@act.gov.au

## **Clinical Services**

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

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

##### **Front line Admin Officer**

##### **Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN: 21612)**

Gazetted: 13 February 2020

Closing Date: 28 February 2020

*Our Vision: creating exceptional health care together*

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

*Our Values: Reliable, Progressive, Respectful and Kind*

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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:

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

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

This role will manage the office/administrative aspects of the community based team by provision of high quality customer service to people accessing CAMHS Services, their networks and to Canberra Health Services Health personnel.

Eligibility/Other Requirements:

**Mandatory:**

Must hold a current driver's licence.

Experience in working within the Mental Health sector.

**Desirable:**

Experience in working with children and young people.

Experience with medical terminology would be an advantage.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: The successful candidate will be required to be available to work within all program areas of CAMHS as service needs arise. Selection may be based on application and referee reports only. An Order of Merit may be used to fill future identical full time vacancies in either the North or South Community Teams within a 12 month period.

Contact Officer: Kalvinder Bains (02) 5124 3133 kalvinder.bains@act.gov.au



## **Clinical Services**

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

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

##### **MHSSU Office Manager**

##### **Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN: 19405)**

Gazetted: 13 February 2020

Closing Date: 25 February 2020

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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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**

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

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

Rehabilitation and Speciality Mental Health Services

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS), and

Justice 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 (ED) and The Canberra Hospital (TCH).

MHSSU is a six bed inpatient unit for people experiencing moderate to severe mental illness. MHSSU 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 six bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation.

The Office Manager reports to the Assistant Director of Nursing (ADON), and provides administrative assistance to the Mental Health Short Stay Unit. This position includes the provision of high quality customer service to the people who access or engage with the team.

Eligibility/Other Requirements:

Desirable:

Knowledge and experience in the use of relevant medical terminology

Understanding in dealing with persons affected with a Mental Illness

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

This is a temporary position available for three months with possibility of permanency. Selection may be based on written applications and referee reports only.

Contact Officer: Jenae Smith (02) 5124 5404 [jenae.smith@act.gov.au](mailto:jenae.smith@act.gov.au)

## **Clinical Services**

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

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

##### **Administrative Officer**

##### **Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN: 21836)**

Gazetted: 13 February 2020

Closing Date: 25 February 2020

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.

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

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

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

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

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

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

- Adult Acute Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services, and
- Rehabilitation and Specialty Mental Health Services

Overview of the work area and position:

The administrative position is based in the City Mental Health Team, which is part of Adult Community Mental Health Services (ACMHS). Services within ACMHS are delivered primarily in the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, and Tuggeranong) and have a strong focus on the provision of timely and effective mental health interventions.

The successful candidate will be based in the Civic Community Health Centre for the majority of the time, though on occasions may be asked to provide administrative support to other areas if the need arises, such as providing backfill when other administrative staff are on planned annual leave.

The ACMHS program is in the final stages of implementing a new model of care which will improve the responsivity and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:

Increase standardisation of procedures, processes and practices to promote more internal consistency in service delivery and best practice interventions

Clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact

Provide optimal treatment for people in their homes and community as effective hospital diversion

The role involves participating in a team to produce quality outcomes for the Canberra community. This role will involve computer and phone work as well as face to face contact with persons from the community. There may be some driving involved in this role.

The position reports to a Team Leader who is based on site in the community 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:

Prior to commencement successful candidates will be required to:

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*.

Note:

This is temporary position available for 12 months.

Contact Officer: Jonathan Amirthanathan 0466 382 090 [jonathan.amirthanathan@act.gov.au](mailto:jonathan.amirthanathan@act.gov.au)

## **Medical Services**

### **Pathology Services**

#### **Pathology Administration**

#### **Pathology Accounts Officer**

#### **Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN: 30830)**

Gazetted: 13 February 2020

Closing Date: 27 February 2020

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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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:

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Pathology Accounts Section provides financial and administrative support including processing accounts payable, resultant follow-up and liaison for inpatients and outpatients of the Canberra and Calvary Hospitals. The section also undertakes billing for the external clients of ACT Pathology.

The administration officer is responsible under direction of the supervisor and manager of the department for the raising of invoices within the billing system, using appropriate documentation and procedures. The officer will also be responsible for the follow-up of outstanding accounts, including liaison with appropriate third parties and interaction with patients, as required.

Eligibility/Other Requirements:

Desirable:

Knowledge and understanding of hospital billing procedures and the Medicare Benefits Schedule (MBS) as it pertains to Pathology would be an advantage.

Experience with databases relating to hospital and pathology operations for example Laboratory Information Systems (Kestral), Billing Systems (PBRC) and Hospital Patient Information Systems (ACTPAS), with reference to pathology requests will be an advantage.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Brett Loiterton (02) 5124 2839 [brett.loiterton@act.gov.au](mailto:brett.loiterton@act.gov.au)

## **Clinical Services**

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

#### **Justice Health Services**

##### **Administration Support Officer**

##### **Administrative Services Officer Class 2 \$56,689 - \$62,598, Canberra (PN: 36051)**

Gazetted: 13 February 2020

Closing Date: 27 February 2020

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

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

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

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

Rehabilitation and Specialty Mental Health Services

Adult Acute Mental Health Services

Alcohol and Drug Services

Adult Community Mental Health Services

Justice Health Services

## Child and Adolescent Mental Health Services (CAMHS)

### Dhulwa Mental Health Unit

#### Overview of the work area and position

Justice Health Services is part of the Mental Health, Justice Health, Alcohol and Drug Services. Justice Health Services (JHS) Primary Health Team provides high quality primary and forensic mental health care to people located within the Alexander Maconochie Centre (AMC), Dhulwa Mental Health Unit (DMHU) and young people at Bimberi Youth Justice Centre (BYJC). You may be required to work at various JHS sites providing administrative support including front office duties.

Under the direction of the Assistant Director of Nursing (ADON), the Administration Support Officer is responsible for the provision of high level administrative and customer service to consumers of the Health Clinic at the AMC. The Administration Support Officer's role is to assist in the day to day running of the clinic, including liaising with correctional staff, reception duties, answering and screening telephone calls, processing health referrals and assisting other administrative staff and health professionals.

This position(s) will be required to work at different sites within the Justice Health Services program.

#### Eligibility/Other Requirements:

##### Desirable:

Current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Rory Maguire (02) 6207 2841 rory.maguire@act.gov.au

## Allied Health

### Acute Allied Health Support

#### Speech Pathology

##### Speech Pathology Assistant

**Allied Health Assistant 2 (Qualified) \$53,533 - \$59,601 (up to \$61,374 depending on qualification level),**

**Canberra (PN: 27163)**

Gazetted: 13 February 2020

Closing Date: 27 February 2020

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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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:

Acute Support Speech Pathology provides expert speech pathology services to a range of eligible inpatient and outpatients at Canberra Hospital and Health Services. Eligible patients include any patient admitted to an acute ward with acute communication and/or swallowing disorders. Specialist outpatient services are provided to adults with voice disorders, adults and paediatrics with swallowing disorders due to an underlying medical condition, children born with cleft lip and/or palate, adults with head and neck cancer/trauma.

#### Eligibility/Other Requirements:

A Certificate IV in Allied Health Assistance or recognised equivalent.

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*.

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

Comply with Canberra Health Services credentialing requirements for allied health professionals.

Note:

This is a temporary position available from February 2020 to September 2020 with the possibility of extension and/or permanency. This is a part-time position at 22.05 hours per week (three days per week) and the full-time salary noted above will be paid pro rata. Working days and hours will be negotiated with the successful applicant. An order of merit will be established for filling identical vacancies within the next 12 months from this process. Job share arrangements may be considered if requested by successful applicant(s).

Contact Officer: Timothy Tooke (02) 5124 2230 timothy.tooke@act.gov.au

## **Clinical Services**

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

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

##### **ACMHS Senior Manager**

##### **Health Professional Level 5 \$126,577 - \$142,494, Canberra (PN: 40755)**

Gazetted: 13 February 2020

Closing Date: 24 February 2020

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

Overview of the work area and position

Adult Community Mental Health Services (ACMHS) are contemporary evidence-based services providing high quality community based mental health care that is guided by the principles of Recovery. The services aim to provide collaborative care involving the people, their carers and other key services that access the service. This Senior Manager role will oversee the day to day operations and input into the strategic development and planning for the ACMHS program with particular responsibility for those new services commencing under the ACMHS Model of Care redesign process. This will include the Access Mental Health service, Assertive Community Outreach Service, Home Assessment and Acute Response Team, and the Therapy Team.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications in health or a related discipline (Nursing, Occupational Therapy, Psychology or Social Work).

Where relevant, unconditional registration or eligibility for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Current driver's licence.

Desirable:

Previous experience in senior management Mental Health Service roles.

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.

Comply with Canberra Health Services occupational screening requirements related to immunization.

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

Contact Officer: Bruno Aloisi (02) 5124 1747 [bruno.aloisi@act.gov.au](mailto:bruno.aloisi@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](mailto:jobs@act.gov.au)**

#### **Infrastructure Delivery Partners**

#### **Commercial Project Management**

#### **Senior Project Support Officer**

#### **Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 10016, several)**

Gazetted: 11 February 2020

Closing Date: 25 February 2020

Details: Are you highly organised and great at providing Executive support across multiple areas within a fast paced environment? Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you! The Infrastructure Branches of Social, Commercial and Civil provide advice to directorates and Treasury in relation to the planning and business case approval process for most of the capital works program, and deliver the design, construction and defects phases of the projects. This includes buildings such as schools, emergency services facilities and justice facilities; capital upgrades of ACT Government building assets; landscaping projects; civil works such as roads, stormwater, street-lighting; transport and works associated with land release; and health infrastructure projects such as improvements to the Canberra Hospital, community health centres and the new University of Canberra Hospital. The three branches manage approximately \$600 million of capital works each year. Applications are sought for the role of Senior Project Support Officer to Commercial and Civil Infrastructure Branches. This role provides an effective, efficient and highly professional level of project administration and coordination support to the Executive Branch Manager Civil Infrastructure and the Executive Branch Manager Commercial Infrastructure. The ability to prioritise and manage competing deadlines across multiple areas is essential to this role. 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: Candidates should have demonstrated experience and understand the ACT Government business and administrative processes, particularly in relation to Capital Works Procurement. Demonstrated knowledge of the Microsoft Office Suite and proficiency in document management systems such as TRIM or Objective is also required.

Note: This is a temporary position available until 1 May 2020 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: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit a two page pitch addressing the capabilities and 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: Rebecca Power (02) 6205 4418 [rebecca.power@act.gov.au](mailto:rebecca.power@act.gov.au)

#### **SPIRE Project**

#### **Design Director**

#### **Infrastructure Manager/Specialist 3 \$187,161, Canberra (PN: 46612)**

Gazetted: 12 February 2020

Closing Date: 26 February 2020

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Major Projects Canberra is an ACT Government directorate which has responsibility for directing and managing all aspects of the (SPIRE) project. Major Projects Canberra leads a whole of government effort in delivering the project.

The SPIRE project team is responsible for the planning and delivery of a new acute services building on the Canberra Hospital campus.

At over \$500 million, the Surgical Procedures, Interventional Radiology and Emergency (SPIRE) project represents the largest single investment in the Canberra Hospital and will create a future-proofed acute services building around which future developments on the campus will be planned.

The SPIRE Project Team will lead, in close consultation with Canberra Health Services and other key stakeholders, the planning, procurement and delivery of this significant project.

The Infrastructure Manager Specialist 3, Design Director SPIRE, is one of the key roles within the Surgical Procedures, Interventional Radiology and Emergency (SPIRE) project team responsible, in liaison with the Chief Projects Officer and Project Director, for the execution of design deliverables across the project delivery.

The role requires building strategic relationships, working collaboratively with, and supporting the Chief Projects Officer and Project Director in advising the highest levels of ACT industry and government, including ACT Cabinet, individual Ministers, Directors-General, the SPIRE Project Board, peak industry bodies, leading ACT businesses and organisations, Commonwealth representatives, senior ACTPS executives, advisors and others.

The Infrastructure Manager Specialist 3, Design Director SPIRE, will support Major Projects Canberra Executive and the ACT Government in significant and complex negotiations, the evaluation of private sector project submissions, Legislative Assembly hearings, industry briefings, the media, and other public forums. He/she will provide strategic, and technical leadership within a dynamic, high profile and high-pressure working environment.

Eligibility/Other Requirements:

Mandatory:

A degree or diploma in a relevant technical field; and

Demonstrated relevant experience of managing significant infrastructure projects (>\$150 million).

Desirable:

Experience in the delivery of health infrastructure projects.

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit a two page pitch addressing the capabilities and 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: Lloyd Esau (02) 6205 3552 [lloyd.esau@act.gov.au](mailto:lloyd.esau@act.gov.au)

## **Project Development and Support/Ministerial, Governance and Corporate Support/Governance**

### **Ministerial Government Corporate Support**

#### **Governance**

##### **Assistant Director Governance and Strategic Reporting**

##### **Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 46402)**

Gazetted: 06 February 2020

Closing Date: 24 February 2020

Details: Are you our new Assistant Director Governance and Strategic Reporting? Do you like a challenge and want to be a key part of a high-performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Ministerial, Governance and Corporate Support Branch works collaboratively with the Minister's Office, the Chief Projects Officer and other members of the Executive Team, Project Boards, Executive's across the ACTPS, and key government and non-government stakeholders. The Branch provides leadership and expertise to Major Projects Canberra on governance including risk and safety, audit, policy development, ministerial and Cabinet, human resources and corporate support.

As Assistant Director Governance and Strategic Reporting you will lead a small team that works across Major Projects Canberra to develop strategic plans and performance indicators to guide the successful delivery of



infrastructure for the Canberra community in accordance with the ACT Government's Performance and Accountability Framework.

Working closely with the Senior Director Governance, your key duties will include: development and maintaining of MPC's Quality Management System, including developing the frameworks, policies and plans required by ACT Government legislation and policies; supporting the annual review and publication of MPC's strategic plan; and supporting the analysis and development of MPC's half-yearly performance report and annual performance statement. This role requires extensive engagement across MPC, the ACT Government and with relevant external service providers.

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

Eligibility/Other Requirements:

Tertiary qualifications in public sector management, governance and/or organisational performance would be well regarded. Expert level MS Word, Excel, PowerPoint and Outlook.

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. Shortlisted applicants will be interviewed, and referee reports may be sought for applicants found suitable at interview.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit a two-page pitch addressing the capabilities and 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: Lily Mulholland (02) 6207 1786 [lily.mulholland@act.gov.au](mailto:lily.mulholland@act.gov.au)

## **ACT Integrity Commission**

### **Corruption Prevention and Education**

#### **Director Corruption Prevention and Education**

##### **Senior Professional Officer Grade A \$147,006, Canberra (PN: 46611)**

Gazetted: 13 February 2020

Closing Date: 28 February 2020

The Hon Dennis Cowdroy AO QC was appointed on 1 July 2019 as the ACT's inaugural Integrity Commissioner. The ACT Integrity Commission commenced its' operational activities on 1 December 2019 and will investigate and prevent corrupt conduct and foster public confidence in the ACT Legislative Assembly and the ACT public sector. To complement its investigative, referral and preventative functions, the Commission will also deliver anti-corruption advisory, education and training services.

Applications are now invited for the position of Director Corruption Prevention and Education at the ACT Integrity Commission.

To succeed in this challenging role, high-level leadership, analytical, communication, negotiation, representational and interpersonal skills are required. Serious contenders will have management experience appropriate to the role - desirably in an investigatory body - and a clear understanding of the aims and objective of public sector anti-corruption bodies. Relevant tertiary qualifications are expected.

Applicants who have been employed as an ACT Public Servant in the past 5 years are not eligible to apply.

Applications that do not address the requirements of the position description will not be considered by the ACT Integrity Commission.

Contact Officer: John Hoitink (02) 6205 9899 [john.hoitink@integrity.act.gov.au](mailto:john.hoitink@integrity.act.gov.au)

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

## **Legal**

### **Director Legal**

#### **Legal Officer Grade 2 \$144,632 to \$150,577, Canberra (PN: 46610)**

Gazetted: 13 February 2020

Closing Date: 28 February 2020

The Hon Dennis Cowdroy AO QC was appointed on 1 July 2019 as the ACT's inaugural Integrity Commissioner.

The ACT Integrity Commission commenced its' operational activities on 1 December 2019 and will investigate and prevent corrupt conduct and foster public confidence in the ACT Legislative Assembly and the ACT public sector. To complement its investigative, referral and preventative functions, the Commission will also deliver anti-corruption advisory, education and training services.

Applications are now invited for the position of Director Legal at the ACT Integrity Commission.

To succeed in this challenging role, high-level leadership, analytical, communication, negotiation, representational and interpersonal skills are required. Serious contenders will have management experience appropriate to the role - desirably in an investigatory body - and a clear understanding of the aims and objective of public sector anti-corruption bodies. Relevant tertiary qualifications are expected.

Applicants who have been employed as an ACT Public Servant in the past five years are not eligible to apply.

Applications that do not address the requirements of the position description will not be considered by the ACT Integrity Commission.

Contact Officer: John Hoitink (02) 6205 9899 john.hoitink@integrity.act.gov.au

Applications can be forwarded to: info@integrity.act.gov.au

## **ACT Health**

### **Corporate and Governance**

#### **People Strategy**

#### **Assistant Director, Positive Workplaces**

#### **Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 46600)**

Gazetted: 10 February 2020

Closing Date: 17 February 2020

Details: The Assistant Director, Positive Workplaces position is a temporary project position created to manage the implementation of people focused initiatives aimed at building and enhancing positive workplaces within the Health Directorate. Using a project management approach, the Assistant Director is responsible for designing and implementing strategies to meet recommendations from the Health workplace culture review; the workplace culture survey; planning and procuring learning and development programs to meet identified agency capability gaps; and working with business units to design bespoke solutions to complex workplace issues as required.

Eligibility/Other Requirements: The ideal candidate would have a demonstrated track record in implementing HR/learning and development/change programs that have had positive impacts on workplace culture, be a team player, and be committed to working collaboratively with all stakeholders to provide innovative solutions to improve workplace culture.

Note: This is a temporary position available immediately until 30 June 2020 with the possibility of extension.

Selection may be based on application and referee reports only.

How to Apply: Please provide a pitch (no more than two pages), using the Position Description as a guide, to outline your Skills, Knowledge and Experience relevant to this position.

Applications should be submitted via the Apply Button now.

## **APPOINTMENTS**

### **Canberra Institute of Technology**

#### **Administrative Services Officer Class 5 \$79,253 - \$83,888**

Sargi Eran Aluth Durage 858-75227, Section 68(1), 8 February 2020

#### **Administrative Services Officer Class 2/3 \$56,689 - \$69,125**

Nicholas Walsh 858-58267, Section 68(1), 20 February 2020

### **Chief Minister, Treasury and Economic Development**

**Information Technology Officer Class 2 \$85,394 - \$97,732**

Jay Allen 848-80542, Section 68(1), 10 February 2020

**Administrative Services Officer Class 4 \$71,309 - \$77,212**

Himanshu Bodar 858-77388, Section 68(1), 6 February 2020

**Administrative Services Officer Class 3 \$64,230 - \$69,125**

Kevin Escobia 858-71277, Section 68(1), 7 February 2020

**Information Technology Officer Class 2 \$85,394 - \$97,732**

Matthew Fouracre 863-47311, Section 68(1), 10 February 2020

**Senior Officer Grade B \$126,577 - \$142,494**

Dion Pretorius 858-78647, Section 68(1), 22 January 2020

**Information Technology Officer Class 1 \$69,125 - \$78,687**

Dennis Roxas 858-60797, Section 68(1), 28 February 2020

**Community Services**

**Administrative Services Officer Class 4 \$71,309 - \$77,212**

Delfina Allais 863-47290, Section 68(1), 11 February 2020

**†Senior Officer Grade C \$107,475 - \$115,687**

Helen Copley 819-14567, Section 68(1), 29 January 2020

Note: This appointment is made in accordance with The Public Sector Management Standards, Section 14, Direct appointment of Employee General. An appointment under this section is not appellable.

**Administrative Services Officer Class 3 \$64,230 - \$69,125**

Christy Gallagher 858-63429, Section 68(1), 10 February 2020

**Administrative Services Officer Class 6 \$85,394 - \$97,732**

Parbinder Kaur 863-46060, Section 68(1), 10 February 2020

**Administrative Services Officer Class 3 \$64,230 - \$69,125**

Hayley Martin 847-02156, Section 68(1), 10 February 2020

**Administrative Services Officer Class 3 \$64,230 - \$69,125**

Morgan McGown 858-70143, Section 68(1), 10 February 2020

**Administrative Services Officer Class 4 \$71,309 - \$77,212**

Syed Rizvi 858-70370, Section 68(1), 11 February 2020

**Education**

**School Assistant 3 \$54,617 - \$58,781**

Sione Ma'u 849-18184, Section 68(1), 7 February 2020

**Infrastructure Officer 3 \$107,723 - \$118,250**

Phillip Pratt 821-13526, Section 68(1), 23 January 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Ammar Ablahad Saleem 865-23186, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Aye Thaug Pah Eh 865-23178, Section 68(1), 1 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Bishnu Devi Pandey Tiwari 865-23151, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Chorten Dorji 865-23143, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Craig Anthony Folkes 865-23135, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Davorka Pivac 865-23127, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Dimitra Charisopoulos 865-23119, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Duy Ba Nguyen 865-23100, Section 68(1), 24 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Eleanor Dorothy Schneider 865-23071, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Faris Ablahad Saleem Alajrab 865-23063, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

George Masson Stephen 865-23055, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Ghassan Jameel Fadheel 865-23047, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Giselle Naguit Espiritu 865-23039, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Haileni Tongatu'a 865-23020, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Hana Elmoudawar 865-23012, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Hassan Jameel Fadheel 865-23004, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Henele Pasikala Tongatu'a 865-22992, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Hser Ku Moo Lercy 865-22984, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Htoo Ywai Htoo Ywai 865-22976, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Inderjeet Kaur Nagra 865-22968, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Jela Pasalic 86522941, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Jirayu Maneesirawong 865-22933, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Joanne Keir 865-22925, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

John Horvath 865-22909, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Johnson Moe Joe 865-22896, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Jolyon Frank Baxter 865-22888, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Jovan Mirjanoski 865-22861, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Joy Robles Cambal 865-22853, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Karen Love 865-22845, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Karnail Singh Nagra 865-22837, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Karthikeyan Sriskantharaja 865-22829, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Kuljinder Singh 865-22810, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Leonie Elizabeth Reid 865-22802, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Liljana Angeloska 865-22781, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Ljube Crkovski 865-22773, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Lucia Luisa Gil 865-22765, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Ydia Utting 865-22757, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Maher Hazim Saleem Alagrab 865-22749, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Marlene Jan Madsen 865-22730, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Marwan Fawzi Fadheel 865-22722, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Mercedita Espiritu 865-22714, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Mickey Miroljub Stefanovic 865-22706, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Mik Tui Thangpueh 865-22693, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Milad Shasha 865-22685, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Milka Polegubic 865-22677, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Mirjana Ambrus 865-22669, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Nabil Wahib Francis 865-22650, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Nada Crkovska 865-22642, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Pelmo Namgay 865-22634, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Namgay Namgay 865-22626, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Nay Ker Pah Eh 865-22618, Section 68(1), 1 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Nee Ka Mwee 865-22597, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Neenu Kumari Dhiman 865-22589, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Ngagyel Tenzin 865-22570, Section 68(1), 10 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Nidup Zangmo 865-22562, Section 68(1), 10 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Oliver Avramoski 865-22554, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Pa Ywel Paw 865-22546, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Quyen The Tran 865-22538, Section 68(1), 10 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Pilar Piechotta 865-22511, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Prabhu Dhan Gurung 865-22503, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Phi The Doan Tran 865-22490, Section 68(1), 10 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Radhwan Fawzi Fadheel 865-22482, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Ravinder Kumar Dhiman 865-22466, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Raymond Grecl 865-22458, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Rinzin Dema 865-22431, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Riste Jordanoski 865-22423, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Sahlu Mebrahtu Ucubatinsae 865-22415, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Samir Abdel-Malak 865-22407, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Sandeep Kumar 865-22394, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Sangay Phuntsho 865-22386, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Saroeun Prom 865-22378, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Saw Kyaw Myint Saw 865-22351, Section 68(1), 2 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Saw Lay Soe 865-22343, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Senka Males 865-22335, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Sashi Kumar 865-22327, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Siokapesi Takau 865-22319, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Son Thanh Tu 865-22300, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Sonam Penjor 865-22298, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Sonam Phuntsho 865-22271, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Sonam Dema 865-22263, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Surinder Kaur Kang 865-22255, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Tar War 865-22247, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Tashi Choden 865-22239, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Tha Wah K'hser 865-22220, Section 68(1), 17 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Thanh Ngo 865-22212, Section 68(1), 10 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Thongbai Sokkho 865-22204, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**



Dema Tshering 865-22191, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Tshering Tshering 865-22183, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Tshering Namgyal 865-22175, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Tshering Yangchen 865-22167, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Ugyen Wangmo 865-22159, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Van Phuc Le 865-22140, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Vasil Angeloski 865-22132, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Vicki Maree Price 865-22124, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Yuk Tsun Lau 865-22116, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Zoran Apostoloski 865-22108, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Tshering Yangdon 865-21041, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

David Anthony Proposch 865-21295, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Dechen Dema 865-21308, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Dema 865-21316, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Htoo Baw Htoo Baw 865-21324, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Mo Thu Zar Mo Thu Zar 865-21332, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Nenad Pavlovic 865-21340, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 -\$52,250**

Christian Francisco Sanchez Chaparro 865-21359, Section 68(1), 3 February 2020

**Cleaning Services Officer 2 \$50,373 - \$52,250**

Rannie Nonan Rodriguez 865-22474, Section 68(1), 1 February 2020

**Environment, Planning and Sustainable Development**

**Administrative Services Officer Class 4 \$71,309 - \$77,212**

Ryleigh Mitchell 858-73547, Section 68(1), 10 February 2020

**Professional Officer Class 2 \$60,292 - \$83,600**

Callum Putt 858-79287, Section 68(1), 10 February 2020

**Health**

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

Jennifer Moran, 863-75590, Section 68(1), 10 February 2020

**Justice and Community Safety**

**Administrative Services Officer Class 6 \$85,394 - \$97,732**

Siobhan Hynes 863-48074, Section 68(1), 12 February 2020

**Ambulance Support Officer 1 \$54,949 - \$58,394**

Kaustubh Kadam 858-79498, Section 68(1), 10 February 2020

**Ambulance Support Officer 1 \$54,949 - \$58,394**

Caillan Livermore 858-79412, Section 68(1), 10 February 2020

**Ambulance Support Officer 1 \$54,949 - \$58,394**

Michelle Mann 863-40283, Section 68(1), 10 February 2020

**Administrative Services Officer Class 4 \$71,309 - \$77,212**

Sophee Watson 863-41307, Section 68(1), 6 February 2020

**Transport Canberra and City Services**

**Infrastructure Officer 1 \$70,876 - \$83,743**

Matthew Brown 863-46941, Section 68(1), 7 February 2020

**Bus Operator - Training \$69,746**

Peter Crowe 863-46319, Section 68(1), 8 February 2020

**Bus Operator - Training \$69,746**

Jasdeep Dhaliwal 863-46239, Section 68(1), 8 February 2020

**Bus Operator - Training \$69,746**

Peter Redpath 863-46271, Section 68(1), 8 February 2020

**Bus Operator - Training \$69,746**

Eric Stumpf 863-46247, Section 68(1), 8 February 2020

**Infrastructure Officer 2 \$85,498 - \$98,365**

Matthew Thorogood 863-43361, Section 68(1), 10 February 2020

**Bus Operator - Training \$69,746**

John Williams 863-46255, Section 68(1), 8 February 2020

**Bus Operator - Training \$69,746**

Allan Worsnop 863-46263, Section 68(1), 8 February 2020

**Canberra Health Services**

**Enrolled Nurse Level 1 \$61,658 - \$65,876**

Samir Adhikari 861-32863, Section 68(1), 13 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Chanda Aryal Ojha 863-43767, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Alexandra Ashley 863-43775, Section 68(1), 10 February 2020

**Registered Midwife Level 1 \$67,984 - \$90,814**

Emma Barbara 859-51947, Section 68(1), 13 February 2020

**Registered Midwife Level 1 \$67,984 - \$90,814**

Lisa Bishop 845-03763, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Alana Bowyer 863-43855, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Hannah Brinton 863-47549, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Paul Burgess 863-45754, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Lois Burr 863-48138, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Sarah Cantwell 863-45711, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Christine Capner 862-63492, Section 68(1), 4 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Danielle Card 863-48277, Section 68(1), 10 February 2020

**Administrative Services Officer Class 2 \$56,689 - \$62,598**

Chloe Coffey 857-91752, Section 68(1), 8 February 2020

**Registered Nurse Level 2 \$94,409 - \$100,061**

Brigitte Coleman 863-47629, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Jordyn Collins 862-09111, Section 68(1), 10 February 2020

**Registered Nurse Level 2 \$94,409 - \$100,061**

Jayne Conquest 863-48306, Section 68(1), 10 February 2020

**Registered Nurse Level 2 \$94,409 - \$100,061**

Shahla Cowans 862-10200, Section 68(1), 13 February 2020

**Health Professional Level 2 \$66,096 - \$90,737**

Renee Cox 859-52202, Section 68(1), 31 January 2020

**Registered Midwife Level 1 \$67,984 - \$90,814**

Nicole Cremer 861-32652, Section 68(1), 18 February 2020

**Registered Nurse Level 3.1 \$108,237 - \$112,691**

Simone Crowe 863-48357, Section 68(1), 2 March 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Rose Curbishley 857-94152, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Cardinal De Ramos 863-47557, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Emilee Dewberry 863-44209, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Lauren Filmer 863-46132, Section 68 (1), 10/02/2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Taryn Frost 863-45738, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Courtney Givens 863-45607, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Tessa Haron 863-45316, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Owen Harrap 863-44997, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Kirsty Huey 863-45746, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,078 - \$89,604**

Alicia James 863-44225, Section 68(1), 10 February 2020

**Registered Midwife Level 1 \$67,984 - \$90,814**

Molly Kelly 863-46511, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Makhosonke Khumalo 863-47100, Section 68(1), 10 February 2020

**Administrative Services Officer Class 4 \$71,309 - \$77,212**

Erika Kuehl-Roberts 863-48728, Section 68(1), 19 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Elizabeth Lambert 863-46706, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Shreeram Lamsal 863-45594, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Ashley Langford 845-02509, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Merin Mathew 863-46597, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Lachlan McDiarmid 863-47338, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Molly-Rose McDonnell 857-43152, Section 68(1), 15 January 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Benjamin McGuire 863-46714, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Paris McMahon 863-45025, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Amy Moore 861-31967, Section 68(1), 20 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Michelle Morgan 863-44137, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Oluchi Mpama 857-91445, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Olympia Muir-Williams 863-47055, Section 68(1), 17 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Memory Ncube 848-83620, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Uche Olalere 861-30139, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Alexandra O'Toole 857-91744, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Progress Ozakpolor 863-46466, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Jacinta Pastro 863-47610, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Romana Peckham 862-09701, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Marigold Perez 862-63505, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Roweliza Quinones 863-44874, Section 68(1), 10 February 2020

**Health Service Officer Level 3 \$51,761 - \$53,444**

Vesna Radovanovic 838-51707, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Lindsey Randall 863-47063, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Jack Randell 863-48381, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Laura Rankin 863-43257, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Ian Valerie Refuerzo 863-44495, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

William Robertson 843-91837, Section 68(1), 20 February 2020

**Registered Nurse Level 2 \$94,409 - \$100,061**

Alison Rolles 863-48226, Section 68(1), 17 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Emma Roylance 863-46079, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Sarah Ryrie 863-47071, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Karamjit Sandhu 863-48242, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Kirra Saunders 863-46909, Section 68(1), 10 February 2020

**Registered Midwife Level 1 \$67,984 - \$90,814**

Philippa Schmohl 863-45789, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Madeline Sharp 863-46140, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Asa Shepherd 863-46570, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Lydia Shipton 863-45922, Section 68(1), 10 February 2020

**Registered Nurse Level 2 \$94,409 - \$100,061**

Jennifer Sterritt 853-62309, Section 68(1), 27 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Joschka Strahan 863-45914, Section 68(1), 10 February 2020

**Medical Imaging Level 3 \$102,682 - \$108,195 (up to \$113,560 on achieving a personal upgrade)**

Christopher Thomas 863-47004, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Danielle Troy 863-42369, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Anick Umubyeyi 863-47450, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Celina Vecchi 863-45279, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Rebecca Wheaton 863-45797, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Rachel Whyte 863-48541, Section 68(1), 11 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Madaline Williams 863-46503, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Grace Willoughby 863-44663, Section 68(1), 10 February 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Alice Youn 863-48234, Section 68(1), 2 March 2020

**Registered Nurse Level 1 \$67,984 - \$90,814**

Xiaowen Zhou 863-45818, Section 68(1), 10 February 2020

**ACT Health**

**Administrative Services Officer Class 6 \$85,394 - \$97,732**

Jessica Lutan 861-32097, Section 68(1), 6 February 2020

**Administrative Services Officer Class 6 \$85,394 - \$97,732**

Wynetta Rix 863-47231, Section 68(1), 10 February 2020

**Major Projects Canberra**

**Administrative Services Officer Class 6 \$85,394 - \$97,732**

Brady Daw 858-51161, Section 68(1), 10 February 2020

**TRANSFERS**

**Chief Minister, Treasury and Economic Development**

**Constance O'Day: 848-79832**

From: Administrative Services Officer Class 4 \$71,309 - \$77,212

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$71,309 - \$77,212

Chief Minister, Treasury and Economic Development, Canberra (PN. 08105) (Gazetted 19 September 2019)

**Brett Whalan: 853-74975**

From: Information Technology Officer Class 1 \$69,125 - \$78,687

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 1 \$69,125 - \$78,687

Chief Minister, Treasury and Economic Development, Canberra (PN. 31013) (Gazetted 9 August 2019)

**Environment, Planning and Sustainable Development**

**Gabrielle Caddy: 817-41328**

From: Administrative Services Officer Class 6 \$85,394 - \$97,732

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$85,394 - \$97,732

Environment, Planning and Sustainable Development, Canberra (PN. 45883) (Gazetted 25 November 2019)

**Transport Canberra and City Services**

**Nadia Chowdhury: 835-63529**

From: Senior Professional Officer Grade C \$107,475 - \$115,687

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade C \$107,475 - \$115,687

Transport Canberra and City Services, Canberra (PN. 45860) (Gazetted 27 November 2019)

**Canberra Health Services**

**Portia Chideya: 827-59490**

From: Registered Nurse Level 1 67078

Canberra Health Services

To: Registered Nurse Level 1 \$67,078 - \$89,604

Canberra Health Services, Canberra (PN. 25483) (Gazetted 5 July 2018)

**PROMOTIONS**

**Canberra Institute of Technology**

**Corporate Services**

**Procurement, Contracts and Record Management**

**Ilze Kemp: 835-91036**

From: Senior Officer Grade C \$107,475 - \$115,687

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$126,577 - \$142,494

Canberra Institute of Technology, Canberra (PN. 40440) (Gazetted 3 December 2019)

**Chief Minister, Treasury and Economic Development**

**Access Canberra**

**Construction and Utilities Branch**

**Construction and Worksafe Licensing**

**Courtney Adams: 848-77722**

From: Administrative Services Officer Class 4 \$71,309 - \$77,212

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$85,394 - \$97,732

Chief Minister, Treasury and Economic Development, Canberra (PN. 45644) (Gazetted 8 November 2019)

**Access Canberra**

**Policy, Governance and Support**

**Operation Bedrock**

**Sarah Cavanagh: 827-30401**

From: Administrative Services Officer Class 6 \$85,394 - \$97,732

Chief Minister, Treasury and Economic Development



To: †Senior Officer Grade C \$107,475 - \$115,687  
Chief Minister, Treasury and Economic Development, Canberra (PN. 55661) (Gazetted 18 November 2019)

**Shared Services**

**Strategic Finance**

**Premila Gopallen: 844-80549**

From: Administrative Services Officer Class 6 \$85,394 - \$97,732

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$107,475 - \$115,687

Chief Minister, Treasury and Economic Development, Canberra (PN. 32370, several) (Gazetted 12 April 2019)

**Access Canberra**

**Project Governance and Support**

**Finance and Budget**

**Aman Jhajj: 846-88198**

From: Administrative Services Officer Class 4 \$71,309 - \$77,212

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$79,253 - \$83,888

Chief Minister, Treasury and Economic Development, Canberra (PN. 40070) (Gazetted 27 November 2019)

**Shared Services ICT**

**Customer Engagement Services Branch**

**Education ICT**

**Sebastian Mahon: 846-92760**

From: Information Technology Officer Class 2 \$85,394 - \$97,732

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$107,475 - \$115,687

Chief Minister, Treasury and Economic Development, Canberra (PN. 05196) (Gazetted 21 November 2019)

**Commercial Services and Infrastructure**

**ACT Property Group**

**Customer and Tenancy Management**

**Marcel Norbart: 817-42902**

From: Administrative Services Officer Class 6 \$85,394 - \$97,732

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$107,475 - \$115,687

Chief Minister, Treasury and Economic Development, Canberra (PN. 37606) (Gazetted 25 November 2019)

**Access Canberra**

**Licensing and Registrations Branch**

**Transport Solutions, Vehicle Safety Standards**

**Francois Patron: 827-28475**

From: Technical Officer Level 4 \$85,394 - \$97,732

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$107,475 - \$115,687

Chief Minister, Treasury and Economic Development, Canberra (PN. 32923) (Gazetted 12 December 2019)

**Shared Services**

**Shared Services ICT**

**Education ICT**

**Daniel Rucroft: 787-71200**

From: Senior Information Technology Officer Grade C \$107,475 - \$115,687

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$126,577 - \$142,494

Chief Minister, Treasury and Economic Development, Canberra (PN. 07226) (Gazetted 21 November 2019)

## **Community Services**

### **Housing ACT**

#### **Infrastructure and Contracts**

##### **Specialist Homelessness Service Delivery**

**Biljana Petrova-Draskovic: 820-93772**

From: Administrative Services Officer Class 6 \$85,394 - \$97,732

Community Services

To: †Senior Officer Grade C \$107,475 - \$115,687

Community Services, Canberra (PN. 14584) (Gazetted 20 December 2019)

## **Education**

### **School Performance and Improvement**

#### **Belconnen Network**

##### **Evatt Primary School**

**Michael Hatswell: 779-28587**

From: School Leader B \$143,046

Education

To: †School Leader A 2 \$176,028

Education, Canberra (PN. 31764) (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.

### **Business Services**

#### **Strategic Finance**

##### **Budgets and Reporting**

**Duong Le: 821-13518**

From: Senior Officer Grade C \$107,475 - \$115,687

Transport Canberra and City Services

To: †Senior Officer Grade B \$126,577 - \$142,494

Education, Canberra (PN. 42584) (Gazetted 2 January 2020)

### **Service Design and Delivery**

#### **Student Engagement**

##### **Occupational Violence and Complex Case Management**

**Caroline Walker: 862-73228**

From: Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade)

Education

To: †Health Professional Level 4 \$107,475 - \$115,687

Education, Canberra (PN. 42269) (Gazetted 24 December 2019)

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

### **Suburban Land Agency**

#### **Office of Deputy CEO**

##### **Office of Deputy CEO**

**Isabella Cullen: 853-60223**

From: Administrative Services Officer Class 4 \$71,309 - \$77,212

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$79,253 - \$83,888

Environment, Planning and Sustainable Development, Canberra (PN. 42940) (Gazetted 15 January 2020)

**Justice and Community Safety**

**Emergency Services Agency**

**Communications Centre**

**Jennifer O'Connor: 799-99119**

From: Administrative Services Officer Class 6 \$85,394 - \$97,732

Justice and Community Safety

To: †Senior Officer Grade C \$107,475 - \$115,687

Justice and Community Safety, Canberra (PN. 16777) (Gazetted 5 December 2019)

**Transport Canberra and City Services**

**Chief Operating Office**

**Governance and Ministerial Services**

**Governance**

**Jeffrey Cafe: 853-30315**

From: Administrative Services Officer Class 6 \$85,394 - \$97,732

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$107,475 - \$115,687

Transport Canberra and City Services, Canberra (PN. 32546) (Gazetted 3 December 2019)

**City Presentation**

**Licensing and Compliance**

**Domestic Animal Services**

**Sharon Roulston: 858-49133**

From: Administrative Services Officer Class 4 \$71,309 - \$77,212

Transport Canberra and City Services

To: Administrative Services Officer Class 5 \$79,253 - \$83,888

Transport Canberra and City Services, Canberra (PN. 09804) (Gazetted 5 November 2019)

**City Services**

**City Presentation**

**Place Management**

**Jody Friend: 791-36532**

From: General Services Officer Level 7 \$63,365 - \$66,914

Transport Canberra and City Services

To: Technical Officer Level 3 \$73,974 - \$83,600

Transport Canberra and City Services, Canberra (PN:33887) (Gazetted 13 November 2019)

**Canberra Health Services**

**Canberra Hospital and Health Services**

**Jacob Mabil-Atem: 835-90535**

From: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services

To: †Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services, Canberra (PN. 26357) (Gazetted 24 January 2020)

**Chief Operating Officer Clinical Services**

**Kara Pearson: - 85359812**

From: Administrative Services Officer Class 2 \$56,689 - \$62,598

Canberra Health Services

To: Administrative Services Officer Class 4 \$71,309 - \$77,212

Canberra Health Services, Canberra (PN. 21855) (Gazetted 25 July 2019)

**ACT Health**

**Digital Solutions Division**  
**Technology Operations**  
**Clinical and Administrative Systems Hub**  
**Scott Barrett: 839-27265**

From: Senior Officer Grade B \$126,577 - \$142,494

ACT Health

To: †Senior Information Technology Officer Grade A \$147,006

ACT Health, Canberra (PN. 39932) (Gazetted 9 December 2019)

**Digital Solutions Division**  
**Future Capability and Governance**  
**Governance Hub**

**Kanika Wadhwa: 844-82253**

From: Information Technology Officer Post Graduate \$79,253 - \$83,888

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade C \$107,475 - \$115,687

ACT Health, Canberra (PN. 46192) (Gazetted 2 December 2019)