



ACT Government Gazette

Gazetted Notices for the week beginning 4 June 2020

VACANCIES

Calvary Health Care ACT (Public)

Calvary Public Hospital Bruce

After Hours Hospital Manager

Registered Nurse Level 4 Grade 1 \$122,360, Canberra (PN: Expected)

Gazette Date: 05 June 2020

Closing Date: 21 June 2020

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

Reference Number: 13151

Contact Officer: Leanne Done on (02) 6264 7088 or leanne.done@calvary-act.com.au

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

Calvary Public Hospital Bruce

Communications/Switchboard Administration Team

Communications Team Leader

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

Gazetted: 09 June 2020

Closing Date: 18 June 2020

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

Reference Number: 13170

Contact Officer: Kate Murray kate.murray@Calvary-act.com.au

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

Women, Youth and Children

Community Health Programs

Healthcare Access at School

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 36961)

Gazetted: 11 June 2020

Closing Date: 24 June 2020

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

Overview of the Work Area and Position

The Healthcare Access at School (HAAS) program is delivered as a partnership between ACT Health and the Education Directorate to support students in ACT public schools with a range of health conditions who require complex or invasive tasks or procedures to be undertaken during school hours.

Under the HAAS Program, the Registered Nurse provides training for school-based staff to ensure they are competent and confident in meeting the healthcare needs of individual students, allowing these students to safely attend school. The HAAS nurse also provides a link between families, schools and the child's health professionals.

Eligibility/Other Requirements:

Mandatory:

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

Current driver's licence

Desirable:

Paediatric qualifications and/or extensive experience in this specialist area.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note:

This is a temporary part-time position to backfill maternity leave. Thursday and Friday 0800-1630hrs (16 hours per week) and the full-time salary noted above will be pro-rata. The office is based at 1 Moore Street Canberra City with travel to schools or to meet with families in a government vehicle on most days. This position may be decided on application and referee reports only. There is the possibility of extension, increased hours and/or permanency.

Contact Officer: CatherineT.Campbell@act.gov.au (02) 5124 1627 CatherineT.Campbell@act.gov.au

Mental Health Justice Health Alcohol and Drug Services

Adult Mental Health Community Services

Registered Nurse 3.1

Registered Nurse 3.1 \$108,237- \$112,691, Canberra (PN: 39830)

Gazette Date: 11 June 2020

Closing Date: 26 June 2020

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Canberra Health Services Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. The core values of being Reliable, Progressive, Respectful and Kind were developed by us, for us and are unique to our work. CHS administers a range publicly funded health facilities, programs and services including but not limited to:

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- Four Walk-in Centres: which provide free treatment for minor illness and injury.
- Seven community health centres: providing a range of general and specialist health services to people of all ages.
- A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position:

Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance of well-being 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.

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

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

The nursing position is based in the Assertive Community Outreach Service (ACOS), a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). ACOS is a community based mental health service that provides team clinical management for consumers with a mental illness and complex needs and is situated at the Belconnen Community Health Centre though a large portion of clinical work is completed via outreach interventions around ACT.

The position involves providing clinical management in a shared team environment, supervising staff and providing clinical oversight to the team. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new Model of Care (MoC) which will improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:

- Increase standardisation of procedures, processes and practices to promote more internal consistency in service delivery and best practice interventions.
- Clarify and delineate the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact.
- Provide optimal treatment for people in their homes and community as effective hospital diversion.

The successful applicant will be required to work as a member of the multidisciplinary team providing assessment and management of people experiencing severe and enduring mental illness and complex needs. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. Importantly the new MoC will allow greater opportunity for clinicians to deliver discipline specific interventions, with caseloads reflecting strengths based models of care.

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

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

Eligibility/Other Requirements:

Mandatory Qualifications:

- Approved tertiary qualifications or equivalent in nursing.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- A minimum of three years' experience working as a Registered Nurse in a mental health or related field

- Hold a current driver's licence.

Desirable:

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

Highly desirable qualifications:

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

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.

Note: ACOS operates an extended hours service, operating seven days a week from 08:30 to 21:00 and the position holder will be required to work a rotating roster including morning and evening shifts, weekends and public holidays.

Contact Officer: Jane Sprague (02) 5124 4199 jane.sprague@act.gov.au

Facilities Management

Infrastructure and Health Support Services

Contracts and Leasing Manager

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 44199)

Gazette Date: 11 June 2020

Closing Date: 18 June 2020

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- University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.
- Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.
- Four Walk-in Centres: which provide free treatment for minor illness and injury.
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At CHS we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. CHS is a smoke free environment, across all buildings, grounds and vehicles.

CHS offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee.

Infrastructure and Health Support Services are responsible for:

- Capital project delivery
- Facilities Management
- Contract management
- Domestic and Environmental Services
- Food Services
- Sterilising Services
- Security Services and

- Fleet Management

Overview of the work area and position:

The Infrastructure and Health Support Services, Facilities Management Division, is responsible for planned and reactive maintenance, asset management and contracts and leasing for the Canberra Health Services property portfolio across the ACT. The Contracts and Leasing Manager will report to the Facilities Director and will be responsible for renewing and establishing lease agreements, licence agreements, service level agreements etc, managing utilities, developing statement of requirements for tendering purposes and managing new and existing maintenance contracts.

Eligibility/Other Requirements:

Highly Desirable:

- Relevant qualifications or experience in leasing and contract management.
- Current drivers' licence.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police check.

Contact Officer: John Kilday 0415455020 john.kilday@act.gov.au

Medical Services

Medical Appointment and Training

Manager Medical Rostering

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 13500)

Gazette Date: 11 June 2020

Closing Date: 24 June 2020

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Overview of the work area and position

Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU) has responsibility for:

- The process for credentialing and defining the scope of clinical practice of senior doctors and dentists seeking an appointment or re-appointment to a public health facility in the ACT and the process for the management of a complaint or concern about the clinical competence of a senior doctor or dentist working in a public health facility in the ACT. The unit also manages the work of the ACT Health Medical and Dental Appointments Advisory Committee (MDAAC). It also provides ad-hoc clinical governance advice to the Executive Director Medical Services, MOSCETU and CEO Canberra Health Services;
- The development, co-ordination, management and facilitation of the Junior Medical Officer Education and Training Program; and
- Manage the recruitment, rostering and administration related to the Junior Medical workforce.

Under broad direction from the Director MOSCETU you will provide leadership and direction to the Medical Rostering Team, to ensure efficient, reliable and high-quality rostering, administrative and support services to the Junior Medical workforce of Canberra Health Services (CHS). Provide financial accountability and FTE governance over the JMO cohort of CHS.

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police check.

Desirable:

- Experience working in a healthcare setting in a Human Resource Management/Administration role.
- Previous medical rostering experience in a public hospital environment.

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

Contact Officer: Robyn Hughes (02) 5124 4116 robyn.hughes@act.gov.au

People and Culture

People and Culture Executive

Project Manager

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 47819)

Gazette Date: 11 June 2020

Closing Date: 24 June 2020

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Overview of the work area and position

The People and Culture Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS.

Working closely with CHS Divisions, the People and Culture portfolio delivers strategically-aligned workforce solutions in areas including people policy and strategies, change management, human resource management, organisational development, diversity and inclusion, work, health and safety, injury management, general clinical and leadership training, workforce planning and inclusion, recruitment, industrial and employee relations, pay and benefits, and workforce culture. The Division also plans, designs, communicates and monitors CHS Workforce Strategy with a focus on building organisational and change management capability, and providing workforce data to support strategic decision-making to enable CHS to deliver on its strategic agenda.

As the Senior Project Officer within People and Culture, your role will be to assist with driving the implementation of culture change in the organisation through a number of initiatives underway. You will be required to develop (and support development of) and maintain relevant project plans, schedules and progress reporting. You will also be involved in the research of initiatives and support and influence various groups within Canberra Health Services in progressing cultural change.

Eligibility/Other Requirements:

Desirable:

- Experience working in a complex human resources environment
- Project management skills

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police check.

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

Contact Officer: Ceinwyn Whittaker (02) 5124 9982 ceinwyn.whittaker@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Drug and Alcohol Sentencing List

Counsellor, ADS Diversion Services and Drug and Alcohol Sentencing List

Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 44740)

Gazetted: 11 June 2020

Closing Date: 25 June 2020

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

Overview of the work area and position:

The Alcohol and Drug Services (ADS) is a part of the division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality alcohol and other drug services that are guided by the principles of harm minimisation. The ADS provides a range of specialist services for people affected by alcohol and other drug use incorporating 6 areas including:

Opioid Treatment Services

Medical Services,

Consultation and Liaison Service,

10 bed Inpatient Withdrawal Service
Police and Court Drug Diversion Service
Counselling and Treatment Services

The Police and Court Drug Diversion Service, ADS is an evidence-based service providing high quality care, guided by principles of harm minimisation. The Police and Court Drug Diversion Service is a multi-skilled team of health professionals and services are provided to the community both within community health centres and custodial environments.

The ADS Police and Court Drug Diversion Service and the ADS Drug and Alcohol Sentencing List (DASL) Program are seeking health professionals to work across multiple sites and programs with clients referred by ACT Drug and Alcohol Sentencing List (DASL), ACT Policing and ACT Courts for assessment, counselling, case management support and referral to treatment to address alcohol and drug use and associated issues. This includes providing support for these programs utilising a client-centred, stepped, integrated model of treatment. In offering client centred care, clinicians work collaboratively with clients in such a way that respects their experience, expertise, perceptions and goals.

This position will report to the management team as part of the ADS DASL team or Police and Court Drug Diversion Service. It will involve liaison with services within the Alcohol and Other Drug (AOD) sector, Justice Services and other stakeholders.

This role is a mandatory qualified position and will require recent demonstrated experience in the provision of comprehensive assessments, health education and counselling to clients. Experience working with clients within the judicial system is highly desirable.

All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements:

Mandatory:

For Social Work:

Tertiary qualification in Social Work.

Eligibility for membership of the Australian Association of Social Workers.

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

For Psychology:

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

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 ACT Health facilities, the person occupying this position will be required to comply with Canberra Health Services credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

Highly Desirable:

Psychology Board of Australia endorsement or eligibility for endorsement as Principal and/or Secondary supervisor for 4+2 Internship program

For Counselling

Eligible qualification pathways.

Pathway 1

Minimum five-year full-time (or part-time equivalent) sequence of study made up of:

(i) Minimum three-year undergraduate Bachelor-level accredited degree in a health-related discipline (psychology, social work, occupational therapy or other discipline considered relevant)

AND

(ii) Minimum two-year full-time (or part-time equivalent) post-graduate study in counselling via a Psychotherapy and Counselling Federation of Australia (PACFA) or Australian Counselling Association (ACA) accredited course;

OR

(iii) Three-year part-time Australian and New Zealand Association of Psychotherapy (ANZAP) training in the Conversational Model.

Pathway 2

Minimum three-year undergraduate Bachelor of Counselling degree via a PACFA or ACA accredited course

AND

(i) Minimum one-year full-time (or part-time equivalent) post-graduate study in counselling via a PACFA or ACA accredited course

OR

(ii) Three-year part-time ANZAP training in the Conversational Model.

Demonstrated evidence of eligibility for listing on the Australian Register of Counsellors and Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3.

Desirable:

Current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with Canberra Health Services credentialing for Allied Health professionals.

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

Staff not registered with APHRA be registered under the *Working for Vulnerable People Act*.

Note:

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

Contact Officer: Leah Robinson (02) 5124 2905 leah.robinson@act.gov.au

Cancer and Ambulatory Services

Medical Physics and Radiation

Radiation Technical Officer

Technical Officer Level 3 \$73,974 - \$83,600, Canberra (PN: 45471)

Gazetted: 11 June 2020

Closing Date: 23 June 2020

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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 Medical Physics and Radiation Engineering (MPRE) department at Canberra Health Services is composed of medical physicists, engineers, and technical staff giving our department a collegial diversity of scientific, engineering and technical staff working together. The Technical Officer level 3 position will assist the MPRE team with radiation technical work as per the duties listed below.

Eligibility/Other Requirements:

Mandatory:

Possess, or demonstrate eligibility for, an ACT Radiation Licence.

Science or applied science qualification from an accredited tertiary institution with study covering principles of radiation safety.

Highly desirable:

Experience with radiation safety in a hospital setting.

Basic understanding of principles of operation for medical radiation equipment.

Experience with MS Office productivity software suite (Word, Excel, PowerPoint, Outlook).

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Benjamin Cooper (02) 5124 5300 Ben.cooper@act.gov.au

Clinical Services

Canberra Region Cancer Centre

Administration

Administration Officer

Administrative Services Officer Class 2/3 \$56,689 - \$69,125, Canberra (PN: 27054, several)

Gazetted: 11 June 2020

Closing Date: 25 June 2020

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Overview of the work area and position

The Canberra Region Cancer Centre provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The Division is also responsible for the administration and some clinical support to Ambulatory and Community Health centres across ACT Health.

This is an opportunity to develop your skills as a part of the Administration Team in the Canberra Region Cancer Centre, liaising with other relevant administration staff across the Centre in ensuring the provision of high quality administrative support in achieving customer focused patient care.

Eligibility/Other Requirements:

Highly Desirable:

The successful applicant will be required to have demonstrated reception and/or clinical support experience, sound organisational skills and a strong customer focus, the ability to resolve issues, good communication, attention to detail and the ability to learn and maintain organisation specific software.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Desirable:

Experience within a health administration area would be an advantage, however area specific training and support will be provided.

Contact Officer: Mandy Willingham (02) 5124 8309 mandy.willingham@act.gov.au

Clinical Services

Division of Surgery

Surgical Bookings

Elective Surgery Liaison Nurse

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 28583)

Gazetted: 11 June 2020

Closing Date: 25 June 2020

Details: About us

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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Overview of the work area and position

The Division of Surgery is responsible for delivering inpatient and outpatient surgical services to the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, specialist surgical ward areas, Trauma Service, Trauma and Orthopaedic Research Unit.

As part of the Division of Surgery, the Elective Surgery Liaison Nurse is an integral part of the Surgical Bookings team. In this position you will work autonomously and in collaboration with the surgical team, anaesthetic team and pre-admission clinic team to manage and schedule patient's waiting on the elective surgery waiting list for surgery.

Eligibility/Other Requirements:

Mandatory:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Desirable:

Advanced knowledge and experience within a surgical area

Note:

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

Contact Officer: Nicole Larkin (02) 5124 2601 or 0466 389 121 nicole.larkin@act.gov.au

Mental Health Justice Health and Alcohol and Drug Services

Rehabilitation and Specialty Mental Health Services

Manager - Mental Health Service for People with Intellectual Disability

Health Professional Level 4 \$107,475 - \$115,687, Canberra (PN: 25286, expected vacancy)

Gazetted: 11 June 2020

Closing Date: 26 June 2020

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Overview of the Work Area and Position

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, and other community settings including people's home. These services include:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

Rehabilitation and Specialty Mental Health Services

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

As Manager of the MHS-ID team, you will provide senior leadership for the clinical and administrative operations of MHS-ID and the maintenance of the multidisciplinary environment. This includes the day to day management of human, financial and material resources allocated to ensure the provision of safe, efficient, cost effective, high quality service to consumers of MHS-ID and their carers. You will be responsible for supporting the key strategic directions of the service, promoting change and contributing to service development. In collaboration with medical staff, you will support the provision of evidence-based clinical interventions within standardised clinical processes. You will report against key performance indicators and promote a learning environment for the team. In addition, the Manager of the MHS-ID team is required to undertake an active clinical role, where you will undertake comprehensive clinical assessments of complex persons referred to the team. The Manager will also engage in consultation / liaison, advocacy and negotiations with a range of service providers and stakeholders to establish and maintain collaborative inter-agency working relationships and to promote optimal outcomes for consumers of this service.

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

Eligibility/Other Requirements:

Mandatory:

For Nursing:

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

Minimum of 12 months leadership or management experience.

Strong understanding of mental health services.

For Occupational Therapy:

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

Minimum of 12 months leadership or management experience.

Strong understanding of mental health services.

For Psychology:

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

Minimum of 12 months leadership or management experience.

Strong understanding of mental health services.

For Social Work:

Degree in Social Work.

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

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

Minimum of 12 months leadership or management experience.

Strong understanding of mental health services.

Desirable:

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with CHS credentialing requirements for allied health.

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

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

Note:

This is an expected permanent vacancy and the position is intended to be filled by November 2020.

Contact Officer: Amaly Khalaf (02) 5124 1744 Amaly.Khalaf@act.gov.au

Specimen Reception

Pathology

Specimen Reception Manager

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 21233)

Gazetted: 11 June 2020

Closing Date: 23 June 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

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 Central Specimen Reception (CSR) department within ACT Pathology is responsible for the triaging, data entering, and distribution of all specimens received into pathology, 24 hours, 7 days per week. Under broad direction of the Director of Operations, you will be required to provide leadership and promote high quality customer service principles, practices and attributes whilst maintaining quality laboratory practices and efficient turnaround times for the work received into the laboratory. The role requires human resource management, including rostering, responsible financial management and quality assurance practices to ensure accreditation compliance.

Eligibility/Other Requirements:

Desirable:

Degree in Medical Laboratory Science or Bachelor of Applied Science or equivalent.

Experience in a clinical diagnostic laboratory operations.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

This is a temporary position available for 12 months with the possibility of extension. Selection may be made by based on application only.

Contact Officer: Tracey Farrar (02) 5124 2893 Tracey.Farrar@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Custodial Health Registered Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 21574, several)

Gazette Date: 11 June 2020

Closing Date: 19 June 2020

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

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 Mental Health, Justice Services and Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within ACT Health 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 people's home. These services include:

Rehabilitation and Specialty Mental Health Services

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

Dhulwa Mental Health Unit

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

At this level you will provide clinical care for adults and young people in custody in the ACT. This role requires a high level of clinical skills, reasoning, critical thinking and knowledge. The role is required to provide leadership and guidance for colleagues and stakeholders that aids the facilitation of ongoing development of excellence in clinical practice and optimal patient outcomes within this patient group.

This position works collaboratively with all staff including ACT Correctives Services and Child and Youth Protection services to ensure optimum service delivery and best evidence practice. The role will be responsible for quality initiatives, data collection and analysis and procedure development.

The position holder will work within the Custodial Health nursing team to drive change and promote a high-quality service to patients. You will be required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes.

This role will be required to work across Justice Health facilities at the Alexander Maconochie Centre and Bimberi Youth Justice Centre as well as other sites as required by the service.

Eligibility/Other Requirements:

Mandatory:

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

Highly Desirable

Post graduate qualifications (or working towards) in relevant field.

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).

For more information on this position and how to apply "click here"

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

Canberra Health Services

Women, Youth and Children

Specialist 1-5 Child at Risk Health Unit (PN23976/01Q2N)

\$254,362 - \$313,557 of salary, applicable allowances and 11%

Gazette Date: 4 June 2020

Closing Date: 17 June 2020

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- Three Walk-in Centres: which provide free treatment for minor illness and injury.
- Six community health centres: providing a range of general and specialist health services to people of all ages.
- A range of community based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University. All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks.

The preferred candidate may be considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and clinical/research matters to Canberra Health Services.

For more information in relation to conjoint positions with the ANU please contact Professor Imogen Mitchell, Dean, ANU Medical School (02) 6125 2622 dean.medicalschool@anu.edu.au

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only three hours away by road. For more information on our great city and your future, visit:

<http://www.canberrayourfuture.com.au/>

Overview of the work area and position:

Women, Youth and Children Community Health Programs delivers a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team.

The Child At Risk Health Unit (CARHU) is a multidisciplinary team that provides specialist health services to children, young people and their families or carers who have been affected by abuse and/or neglect. The medical staff work in collaboration with police, child protection services and community based agencies to support the health and well being of vulnerable children.

The Staff Specialist Paediatrician is responsible for providing paediatric services from the CARHU and The Canberra Hospital, including child development, child protection and forensic assessments, and participation in the CARHU after hours forensic roster. The Specialist plays a key role in ensuring that care within the service reflects best practice and has responsibility for the supervision of registrars.

The successful applicant will have clinical skills and experience in the fields of developmental paediatrics, child behaviour, child protection and forensic medical assessments, as well as strong liaison and organisational skills, for example, in building relationships with stakeholders and the timely provision of medico-legal reports.

Qualifications and experience:

- Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA).
- Fellow of the Royal Australasian College of Physicians; Division of Paediatric and Child Health or equivalent specialist qualifications.

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

- Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC).
- Undergo a pre-employment Police check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: This position is a temporary part time position for 3 days per week for 9 months.

Salary, Remuneration and Conditions:

Staff Specialist Bands 1-5: \$164,470 - \$202,960

Starting salary will be negotiated within this band for the successful candidate, depending on their experience and expertise.

Reimbursement of relocation costs may be available if you are the successful candidate.

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

Contact Officer: Jaime Bingham or Dr Cath Sansum (02) 5124 2712

Medical Services

Medical Imaging

Medical Imaging Supervisor

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 18527)

Gazette Date: 11 June 2020

Closing Date: 19 June 2020

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Overview of the Work Area and Position

The Medical Imaging Department of CHS operates 24 hours, seven days a week, offering a wide range of imaging modalities. The service provides state of the art radiology,

Magnetic Resonance Imaging (MRI), Positron Emission Tomography (PET), interventional radiology, ultrasound and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The Medical Imaging Department is part of the CHS Medical Services Group, which also includes ACT Pathology, CHS Pharmacy, Healthcare Technology Management, the Physician Training Office, the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), the GP Liaison Unit (GPLU) and the CHS Library.

Under direction of the Administration Manager, you will play a key role in supervising of the administration team to achieve superior business outcomes including maintaining policies and procedures. You will be required to liaise with internal and external stakeholders.

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This is a temporary position available immediately until 9 October 2020

For more information on this position and how to apply "click here"

Contact Officer: Amy Horsburgh (02) 5124 2798 Amy.Horsburgh@act.gov.au

Critical Care

Emergency Department

Clinical Support Nurse, Emergency Department

Registered Nurse Level 3 Grade 1 \$107,475 - \$115,687, Canberra (PN: 12077)

Gazette Date: 11 June 2020

Closing Date: 19 June 2020

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Overview of the work area and position:

This position provides a high level of support in coordinating and managing the undergraduate, graduate, post graduate and department education programs in the Emergency Department to facilitate the learning needs of nursing staff. Applicants should be self-motivated and be able to work under minimal direct supervision. There is an expectation that the successful applicant will coordinate and participate in the delivery of clinical supervision, as well as maintain accountability of their own practice standards, education activities delegated to others, and the guidance and development of the Emergency Department staff.

Annually, the Emergency Department can have up to and more than 85,000 presentations.

Eligibility/Other Requirements

Mandatory:

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

Desirable:

Holds or progressing towards a tertiary qualification at Masters.

Has demonstrated currency of nursing practice in a tertiary level critical care environment within the last five years.

Hold Certificate IV in workplace Training and Assessment of Educational program development.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

This is a temporary position available for six months commencing August, This position is part-time at 16 hours 1 to 2 variable days per week and the full-time salary noted above will be pro-rata.

For more information on this position and how to apply "click here"

Contact Officer: Nicole Slater 0434 845 187 Nicole.Slater@act.gov.au

Cancer Ambulatory and Community Health Support

Cancer Nursing

Registered Nurse - Medical Oncology Outpatients

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 25635)

Gazette Date: 11 June 2020

Closing Date: 25 June 2020

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Overview of the work area and position

An opportunity exists for a suitably experienced Registered Nurse to assist in supporting high quality patient outcomes in the Oncology Day Therapy Unit (DTU). The DTU is a busy unit providing oncology and immunology ambulatory care services. The nursing staff provide quality patient care and will be trained in safe administration of chemotherapy and associated therapies.

Eligibility/Other Requirements:

Mandatory:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Notes: This is a temporary position available for 12 months.

For more information on this position and how to apply "click here"

Contact Officer: Wendy Spencer 0431 887 346 wendy.spencer@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

Access Canberra

Construction, Utilities and Environmental Protection

Construction Compliance, Monitoring Inspections Team

Assistant Director, Monitoring Inspections Team

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 13820)

Gazetted: 09 June 2020

Closing Date: 16 June 2020

Details: Are you interested in improving the quality of building and construction in the ACT? Do you have experience in leading a team to achieve regulatory outcomes?

If the answer is yes then the Assistant Director of the Monitoring Inspection Team may be the role for you. In this role you will support a team of inspectors to manage a caseload; identify breaches in building and planning and implement regulatory actions. You will provide coaching and mentoring to your team as well as support and advice to senior management to help improve building quality in the ACT.

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

Note: This is a temporary position available until 30 September 2020. This position works in an activity based work environment and officers will not have a designated workstation/desk.

How to Apply: Please submit your resume along with a two page response (pitch) addressing the Selection Criteria. Your response should include examples that demonstrate you have the skills, knowledge and behaviours to be successful in the role.

Applications should be sent to the Contact Officer.

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

Shared Services

Finance Operations

Team Leader Debt Management

Administrative Services Officer Class 6, \$85,394, \$97,732, Canberra (PN: 11487)

Gazette Date: 5 June 2020

Closing Date: 12 June 2020

Details: The Team Leader Debt Management is responsible to drive service delivery excellence to Directorates by leading, motivating and coaching the debt management team to a high standard in order to achieve Service Level Agreements.

The role will promote continuous improvement, challenging the status quo to help develop new processes and innovative approaches to ensure business success will be a key deliverable. You will be responsible for team management ensuring Service Level Agreements are met and processes operate in a controlled and cost effective manner which will involve working with various internal and external teams.

Eligibility/Other Requirements: This role reports directly to the Assistant Director Debt Management. Its key accountabilities under limited direction include:

Effectively overseeing the performance of the team, identifying resourcing concerns; developing staff capabilities through training and job rotation to ensure proficient, compliant debt recovery.

Demonstrated proficiency with the following applications e.g. Microsoft Excel, Oracle, Collexus along with experience implementing service improvement efficiencies through the use of SMS, data validation technology and Commercial off the Shelf systems. Identifying and managing any risk and compliance issues through monitoring the correct interpretation and application of relevant governance, legislation, policies and procedures. Leading a cohesive/strategic client focus working relationship with open and proactive communication channels in achieving the best outcomes in the delivery of debt recovery to our clients. Collaborating with clients, key stakeholders and subject matter experts to develop and implement best practice processes as required. Modeling ethical behaviour and practices consistent with the ACT Government Code of Conduct and Values.

Note: This is a temporary position for two months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Interested applicants are requested to submit an Expression of Interest of no more than two pages addressing the attached selection documents, a current curriculum vitae and contact details for two referees the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robert Miller (02) 6207 8119 Robert.Miller@act.gov.au

Access Canberra

Fair Trading Compliance

Traffic Camera Compliance

Traffic Camera Operator

Administrative Services Officer Class 2 \$56,689 - \$62,598, Canberra (PN: 42542, several)

Gazette Date: 5 June 2020

Closing Date: 19 June 2020

Details: Do you like working in different places on a daily basis? If your answer is yes, you may be the person we are looking for. Access Canberra Traffic Camera Compliance team is seeking enthusiastic applicants to fill the role of Traffic Camera Operator. This role will see you out in the field utilising the latest technology to achieve compliance in relation to road safety.

The ACT Traffic Camera Compliance team is responsible for the operation of the Mobile Speed Cameras as a part of the Act Road Safety Program. Under the general direction of the Field Supervisor mobile camera operators will operate traffic offence detection devices in accordance with legislation and operating procedures. Operations are largely performed from inside of a vehicle, during early morning, night and weekend shifts.

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

Eligibility/Other Requirements: A current, non-disqualified or restricted driver's licence is required.

Note: These are temporary positions available for a period of up to seven months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please 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 one page, responding to the statement below, contact details of at least two referees and current curriculum vitae. The one 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.

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

Applications should be submitted via the Apply Now button below.

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

Access Canberra

Construction, Utilities and Environmental Protection

Assistant Manager

Administrative Services Officer 6 \$85,394.00- \$97,732.00, Canberra (PN: 18924)

Gazette Date: 5 June 2020

Closing Date: 19 June 2020

Details: Access Canberra is a one stop shop for a variety of government services. Access Canberra is home to a dedicated Branch called the Construction, Utilities and Environmental Protection Branch. The Branch is responsible for construction regulation in the ACT, Access Canberra is on the lookout for a highly motivated and conscientious candidate to fill the role of Assistant Manager within the Construction and Occupations Team. The Construction and Workplace Licensing Team process licences and registrations under a variety of legislation including the *Construction Occupations (Licensing) Act 2004*, the *Architects Act 2004* and the *Work Health and Safety Act 2011*. The team performs these functions on behalf of statutory officers: the Construction Occupations Registrar, the ACT Architects Board and the Regulator of Work Health and Safety. Licensable occupations include: Builders, Building Surveyors, Electricians, Plumbers, Gasfitters, Asbestos Assessors, Architects, General Construction Induction Cards and Plant Item registrations. The team is also responsible for providing administrative support to the compliance and regulatory teams of Access Canberra in relation to the above occupations.

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

Note: This is a temporary position available until 20 November 2020 with the possibility of extension. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a two-page pitch outlining why you're the best person for the job, referencing the requirements under the attached position description, along with your curriculum vitae. Please provide the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rachel Zsuzsa (02) 6205 1342 Rachel.Zsuzsa@act.gov.au

Information and Communication Technology

Strategic Business Portfolio Governance

Change and Communication Coordinator

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 42836)

Closing Date: 24 June 2020

Weeks to Close: 2

Details: Do you have excellent organisational skills and experience in creating and delivering a range of communication materials? Have you worked in an IT environment? Do you have great graphic design or video editing and production skills? Have you had direct experience with, or relevant exposure to, the creation of change management and communication strategies and plans? Are you proficient in using SharePoint and formatting Microsoft Office documents? If you've said 'snap' to any of these, this job may be perfect for you! Located in the Strategic Business Branch of Shared Services ICT, our team is looking for someone to maintain a range of existing change management and communications capability guidelines and processes. You will create, distribute and deliver regular staff communications (including an online monthly Branch newsletter) and project communications. A born collaborator, you will enjoy establishing and maintaining effective relationships with key Branch stakeholders to get your tasks completed on time, every time.

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

Eligibility/Other Requirements: Relevant Tertiary qualifications are highly desirable. An ACT Government CMTEDD Baseline clearance is required for this position.

Note: This is a temporary position available immediately until 28 May 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 include a two-page personal pitch with your curriculum vitae when submitting your application. Provide examples from your past experience demonstrating your suitability against the Professional and Technical Skills and Knowledge and Behavioural requirements for this role. Applications should be submitted via the Apply Now button below.
Contact Officer: Shane Cummings 0426 819 478 shane.cummings@act.gov.au

Community Services

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

Housing ACT

Infrastructure and Contracts

Asset Delivery

Assistant Director, Team Leader

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 16406)

Gazetted: 10 June 2020

Closing Date: 17 June 2020

Details: Applications are open for the position of Assistant Director, Team Leader within the Asset Delivery team, Housing ACT, Infrastructure and Contracts Branch.

The Assistant Director, Team Leader, is responsible for the day to day supervision and management of the operational aspects of the Asset Delivery Team, and supports the Director to deliver the Annual Capital Program. The position works closely with various teams throughout Housing ACT to ensure the design and construction of new public housing dwellings align with the core principals of the Division and in accordance with the strategic direction and management of the public housing portfolio. More details can be found in the position description. Note: This is a temporary position available for six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Please provide responses to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Pete Perez (02) 6205 8478 Pete.Perez@act.gov.au

Housing ACT

Infrastructure and Contracts

Asset Delivery

Assistant Director, Senior Project Officer

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 43808)

Gazetted: 10 June 2020

Closing Date: 24 June 2020

Details: Applications are open for the position of Assistant Director, Senior Project Officer within the Asset Delivery team, Housing ACT, Infrastructure and Contracts Branch.

The Assistant Director, Senior Project Officer, is responsible for the delivery of multiple complex and high profile capital works projects that deliver key government initiatives, and supports the Assistant Director, Team Leader and Director to deliver the annual capital program.

The position works closely with various teams throughout Housing ACT to ensure the design and construction of new public housing dwellings align with the core principals of the Division and in accordance with the strategic direction and management of the public housing portfolio. More details can be found in the position description. Note: This is a temporary position available for six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Please provide responses to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Pete Perez (02) 6205 8478 Pete.Perez@act.gov.au

Housing ACT

Executive

Executive Assistant

Administration Service Officer 5 \$79,253- \$83,888, Canberra (PN: 16269)

Gazette Date: 5 June 2020

Closing Date: 11 June 2020

Details: The Executive, Government and Engagement team at Housing ACT has a great opportunity available. The Executive Assistant plays a vital role within the Executive, Government and Engagement team providing high level support to three Executive Branch Managers. The role include managing diaries and coordinating daily meeting papers, providing secretariat support for branch and senior leadership meetings and arranging meetings through the use of Webex and Microsoft Teams. The position works closely with the Executive and Government Support Manager in ensuring smooth operation of support functions for the Housing ACT Executive. The position also provides support in tracking and progressing ministerial briefings and correspondence for the team. If you are looking for a great team environment where achieving excellence is what you are about, and have demonstrated experience in working in a fast paced, and at times high pressure environment, we would love to receive an application from you.

Eligibility/Other Requirements:

- Demonstrated experience of providing high level administration support to a team of executives.
- Demonstrated understanding and working knowledge of working in a ministerial services team.
- Sound knowledge and experience in using TRIM.

Note: The position may be filled based on applications and referee reports only. A merit list may be established to fill vacancies over the next 12 months.

How to Apply: Please provide a two-page pitch outlining your suitability for the position against the criteria below.

1. Demonstrated ability to manage and support several Executive including diary management.
2. Demonstrated knowledge of working in a fast paced executive support and ministerial services team including a sound knowledge of TRIM.
3. Well-developed interpersonal and communication skills, both written and oral, and the demonstrated ability to work with people across different levels and contribute generally as a member of a small team.
4. Well-developed management and organisational skills with a demonstrated ability to be proactive, flexible and manage competing priorities.
5. Consistently model and demonstrate the ACT Government Respect, Equity and Diversity (RED) Framework and lead safe work practices that are in accordance with the Directorate's Work Health and Safety policies and procedures.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Boljkovac (02) 6207 5105 Kate.Boljkovac@act.gov.au

Education

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

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

School Performance and Improvement

South and Weston Network

Mawson Primary School

School Secretary

School Assistant 3 \$54,617 - \$58,781, Canberra (PN: 40111)

Gazetted: 10 June 2020

Closing Date: 24 June 2020

Details: Mawson Primary School was built in 1968 and is located in the Woden Valley. Mawson Primary School is a dynamic and multicultural learning community. 68% of our students speak a language other than English. Mawson Primary School is one of only three bilingual schools in the ACT. It is the only public school that offers a Mandarin Immersion Program. Its bilingual program has been operating since 2005 and has grown in reputation and popularity over the years. Fifty percent of the curriculum is taught in Mandarin and fifty percent in English. Entry into this program is based on clear selection criteria.

Mawson Primary School operates with classes from Preschool to Year 6 and has an enrolment of 500 students. The school's Priority Enrolment Area (PEA) includes Isaacs, Mawson, Philip and O'Malley.

The school motto is Strive to Succeed. The school vision is to be an exemplary bilingual school where everyone is inspired and empowered to do their best.

Mawson Primary School is looking for a dynamic and enthusiastic School Secretary. As School Secretary, you are the first point of contact for everyone who enters the school. You will work closely with all members of the school community including parents, teachers, the Principal PA, the Business Manager, students and the Senior Executive Team. Your duties will include answering the phone, enrolments, first aid, preparing the school newsletter and other correspondence, taking minutes, working with the Deputy Principal on reports each semester, records management.

The applicant will have high level interpersonal skills and be able to remain calm under pressure. The applicant should be able to prioritise and manage workflow.

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

How to Apply: Please provide a response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Elizabeth Courtois (02) 6142 2700 Elizabeth.Courtois@ed.act.edu.au

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

**University of Canberra High School Kaleen
Science, Physical Education and Health Executive Teacher
School Leader C \$122,856, Canberra (PN: 13078)
Gazette Date: 2 June 2020
Closing Date: 14 June 2020**

Details: University of Canberra High School Kaleen is a 7-10 high school that operates as a Professional Learning Community. The school is looking for a dynamic school leader with high level pedagogy and curriculum leadership skills to join the Executive Team.

Job Description:

- As a member of the Executive Team, support the senior executive to achieve whole-school strategic goals and implement the school annual action plan.
- Lead and manage the PE and Health and Science faculties and Professional Learning teams with a focus on high levels of learning for all students, collaboration and results driven practice.
- Co-lead another schoolwide team.
- Support student social and emotional learning within a Restorative Practices framework and a PBL approach.
- Undertake an appropriate teaching load and other duties as determined by the Principal

Eligibility/Other Requirements:

A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

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

How to Apply: Applicants should provide a curriculum vitae (two pages), a statement of claims based on the leadership capabilities outlined in the Position Description, with a focus on the job description specified for the position (maximum six pages) and contact information for 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: Daniel Mowbray (02) 6142 0490 daniel.mowbray@ed.act.edu.au

**University of Canberra High School Kaleen
Pastoral Care and Student Wellbeing Executive Teacher
School Leader C \$122,856, Canberra (PN: 03360)**

Gazette Date: 2 June 2020

Closing Date: 14/06/2020

Details: University of Canberra High School Kaleen is a 7- 10 high school that operates as a Professional Learning Community. The school is looking for a dynamic school leader to join the Executive Team, with high level pedagogy and curriculum leadership skills and a passion for improving student wellbeing.

Job Description:

- As a member of the Executive Team, support the senior executive to achieve whole-school strategic goals and implement the school annual action plan.
- Lead and manage all student Pastoral Care curriculum and programs, including direct supervision of Youth Worker, Youth Health Nurse, and other health professionals.
- Co-lead and manage the Student Wellbeing and Positive Behaviours for Learning (PBL) teams.
- Provide staff with student engagement support, with a focus on high levels of learning for all students, collaboration and results driven practice.
- Support student social and emotional learning within a Restorative Practices framework and a PBL approach.
- Manage Student Leadership programs.
- Undertake an appropriate teaching load and other duties as determined by the Principal.

Eligibility/Other Requirements:

A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

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

How to Apply: Applicants should provide a curriculum vitae (two pages), a statement of claims based on the leadership capabilities outlined in the Position Description, with a focus on the job description specified for the position (maximum six pages) and contact information for 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: Daniel Mowbray (02) 6142 0490 Daniel.Mowbray@ed.act.edu.au

**School Performance and Improvement Division
North Gungahlin
Executive Teacher**

School Leader C \$122,856 Canberra (PN: 46793)

Gazette Date: 5 June 2020

Closing Date: 19 June 2020

Details: Ngunnawal Primary School is a large primary school designed to cater for the learning needs of students from Preschool to Year 6. Our mission is for all students to learn at a high level within a safe and supportive learning culture. Relationships and partnerships with families are vital at Ngunnawal Primary School. We are proud of early year's opportunities with our school community which include a shared site with Communities at Work offering child care and our Koori Preschool program for three to five year olds. The successful applicant would be responsible for the leadership of our preschool and specialist professional learning teams and partnerships with our early year's services including an Early Years Engagement Partner.

Job Description:

- High level understanding of curriculum approaches, evidence-based pedagogies and policies and procedures in a P-6 setting with a unique early years structure.
- A commitment to and passion for the school's vision to ensure all students learn to high levels driven by the philosophies and practices of Professional Learning Communities.
- Capacity to provide instructional capability development through coaching and leading highly productive professional learning teams to improve student achievement and collective capability.

- Proven ability to work as part of the school leadership team to cultivate and promote respectful and productive relationships with the school community.

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

Note: 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: Statement of claims based on the Position Information and School Leader Capability Framework: Five pages

The statement of claims is integral to the application. The capabilities are supported by descriptors. Consider work practice examples that focus on what you do, how and with what impact, relating your prior experiences and performance to your potential for achieving outcomes in the identified position.

Curriculum vitae: Two pages

Your curriculum vitae should be up to date and provide relevant information about your education, employment history, and experience and workplace achievements. It should be formatted to make it easy to read. It is highly recommended that all applicants make a time to discuss the position with the contact officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Turner (02) 6142 1500 Rebecca.Turner@ed.act.edu.au

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

School Performance and Improvement

Belconnen Network

Evatt Primary School

School Leader

School Leader B \$143,046, Canberra (PN: 04018)

Gazetted: 10 June 2020

Closing Date: 24 June 2020

Details: As a member of the school executive team and support the Principal to lead the school as a Professional Learning Community (PLC) to improve student learning outcomes in accordance with the School Improvement Plan.

- Lead and support Additional and Complex Needs across the school – establishing whole school structures, liaising with stakeholders and coordinating and managing resources.
- Implementing PBL and Managing Complex Behaviours.
- Build and progress a whole school communication strategy.
- Build and enhance schoolwide systems and processes.
- Leading STEM Education.
- Leading Curriculum and Innovation.

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

Note: Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview. Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision.

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

Applications should be submitted via the Apply Now button below.

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: Michael Hatswell (02) 6142 1640 michael.hatswell@ed.act.edu.au

School Performance and Improvement

South and Weston Network

Narrabundah College

English, History, Theory of Knowledge and Politics Executive Teacher and AST Coordinator - Narrabundah College

School Leader C \$122,856, Canberra (PN: 02677)

Gazetted: 10 June 2020

Closing Date: 24 June 2020

Details: Narrabundah College is a large, international college with approximately 950 Year 11 and 12 students. The college offers students the opportunity to study the ACT Senior Secondary Certificate, the International Baccalaureate and The French Baccalauréat Diploma. We are looking for an Executive Teacher to lead the English/History faculty which also includes Theory of Knowledge, Legal Studies, Politics and Geography. Narrabundah College is seeking a dynamic school leader with the skills and knowledge to work collaboratively as a member of an experienced leadership team to foster high quality teaching in the College. Capabilities and experience include:

- Deliver professional leadership of a dynamic English/History faculty with particular focus on delivering the International Baccalaureate Diploma programme in line with ACT Board of Senior Secondary Studies requirements and policies.
- As a member of the leadership team collaborate on and support the implementation of the College Review and Strategic Plans, including Impact Reports and Annual Plans to ensure strong student learning outcomes.
- Provide high level instructional coaching with a focus on the Australian Professional Teaching Standards, program planning, pedagogy and evidence-based practice.
- Ensure courses are delivered in line with the Australian Curriculum, IB and BSSS policies and requirements.
- Demonstrated capabilities in leading AST programs across a college including the leadership and organisation of Professional Learning Communities. A high level of teamwork and collaboration is required both across the college and the local community.

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

How to Apply: Applicants are to provide a curriculum vitae (two page), statement of claims based on the leadership capabilities outlined in the Position Description, with a focus on the job description specified for the position (maximum five pages) and contact information 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: Kerrie Grundy (02) 6142 3200 kerrie.grundy@ed.act.edu.au

School Performance and Improvement

Tuggeranong Network

Wanniassa Hills Primary

Deputy Principal

School Leader B \$143,046, Canberra (PN: 04110)

Gazette Date: 04 June 2020

Closing Date: 18 June 2020

Details: Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

Eligibility/Other Requirements:

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

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

How to Apply: Applications are written to the ACT School Leadership Capability Framework, with reference to the position statement that contextualises the advertised role. The application should include a curriculum vitae, supporting statement of up to two pages (in transfer processes) and details of 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: John Manders (02) 6142 0600 John.Manders@ed.act.edu.au

School Performance and Improvement

North Gungahlin

Gungahlin College

School Leader C – Inclusion Support Programs, Diverse Programs and Behavioural Sciences

School Leader C \$122,856, Canberra (PN: 19920)

Gazette Date: 04 June 2020

Closing Date: 18 June 2020

Details: Lead Inclusion Support Programs (ISP), Diverse Programs and the Behavioural Sciences Faculty through proven experience, leadership and management of a variety of successful programs for Students with Diverse Needs, including:

- Inclusion Support Programs (ISP)
- Disability Education Coordinator (DECO)
- C Program (Students At Risk)
- The Behavioural Sciences Faculty and its highly skilled staff.
- High level interpersonal skills with the capacity to build authentic, positive relationships with all stakeholders.
- Supporting all staff and building staff capacity and confidence in Inclusive Education practices.
- Knowledge and understanding of social, emotional, mental and physical health issues associated with ISP and Diverse Needs students.
- ISP and Diverse Needs student wellbeing incorporating the PERMA model of positive psychology.
- Working as part of the Student Support Hub Team in delivering services to all students.
- Response to Intervention (RTI) processes that incorporates a tiered approach to student management across the college.
- Supporting students and families to understand BSSS policies and procedures in relation to disability education and the Disability Discrimination Act 1992 so as to earn a senior secondary certificate and/or map a pathway to work or further studies.
- Possessing thorough knowledge in using Sentral (SAS) as a key tool for student management.
- Internal student referrals into college programs for students with diverse needs
- External ISP and Diverse Needs student referrals with outside agencies and community partnerships.
- Enrolling new ISP and Diverse Needs students into Gungahlin College.

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

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

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Michael Lemmey (02) 6142 1000 Michael.Lemmey@ed.act.edu.au

School Performance and Improvement

North Gungahlin

Gungahlin College

School Leader - Health, Outdoor and Physical Education

School Leader C \$122,856, Canberra (PN: 43660)

Gazette Date: 05 June 2020

Closing Date: 19 June 2020

Details: Gungahlin College is seeking an inspiring and innovative leader to join the Leadership team. The role encompasses leading and managing the Health, Outdoor and Physical Education Faculty at the College, as well as leading and managing the implementation of Student Administration System (SAS) across the school and school-wide Innovative Pedagogy initiatives.

The successful applicant should demonstrate:

- Proven implementation of effective instructional school leadership and leading learning in the Health, Outdoor and Physical Education Faculty.
- Sound knowledge of ACT Board of Senior Secondary Studies (ACT BSSS) processes and procedures in relation to Health, Outdoor and Physical Education curriculum and assessment.
- Ability to lead school-wide SAS implementation and lead Innovative Pedagogy initiatives across the school.

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

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

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Lisa Pluis (02) 6142 1000 Lisa.Pluis@ed.act.edu.au

School Performance and Improvement

North Gungahlin

Gungahlin College

School Leader – Student Wellbeing

School Leader C \$122,856, Canberra (PN: 19925)

Gazette Date: 05 June 2020

Closing Date: 19 June 2020

Details: Co-lead the Student Wellbeing Team (in partnership with another School Leader C through proven experience, leadership and management of:

- Student wellbeing across the College incorporating the Positive Emotion, Engagement, Relationships, Meaning, Achievement (PERMA) model of positive psychology.
- House Coordinator Staff and the nine house system across the College.
- Youth Worker, Indigenous Support Worker and Defence School Mentor.
- Working as part of the Student Support Hub Team in delivering services to all students.
- Implementing Positive Behaviour for Learning (PBL) across the College, including PL for all staff and ongoing support in positive student management strategies.
- Response to Intervention (RTI) processes that incorporates a tiered approach to student management.

- Supporting students and families to understand ACT Board of Senior Secondary Studies (ACT BSSS) policies and procedures so as to earn a senior secondary certificate and/or map a pathway to work or further studies.
- Possessing thorough knowledge in using Sentral Student Administration System (SAS) as a key tool for student management.
- Attendance processes and absences follow up.
- Internal student referrals into college programs for students with diverse needs.
- External student referrals with outside agencies and community partnerships.
- Student leadership, student agency and student voice.
- Celebrating student success and College connections – such as, assemblies, house meetings, parent forums, Year 12 student brunch, orientation days and others as identified.
- Alternative programs that engage all students in a variety of pathways beyond college.
- Enrolling new students into Gungahlin College.

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

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

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Michael Lemmey (02) 6142 1000 Michael.Lemmey@ed.act.edu.au

School Performance and Improvement

Belconnen network

Melba Copland Secondary School

Executive Teacher Humanities

School Leader C \$122,856, Canberra (PN: 18450)

Gazette Date: 05 June 2020

Closing Date: 19 June 2020

Details: As a member of the executive team you'll provide leadership in the development, implementation and achievement of school priorities as an IB Middle Years Programme (MYP) School. Lead and Manage the Humanities (English, Individuals and Societies and Languages) Faculty and the ongoing implementation of the IB MYP, Australian Curriculum with a focus on high levels of learning for all students. Support student wellbeing and learning within a Restorative Practices Framework and a Positive Behaviour for Learning approach. Undertake a teaching load commensurate with skills and abilities and other whole-school roles as directed by the Principal.

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

How to Apply: Applicants are to provide a curriculum vitae (two pages), statement of claims based on the leadership capabilities outlined in the application package (maximum six pages) and contact information 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: Jesse Sidhu (02) 6142 0333 Jesse.Sidhu@ed.act.edu.au

School Performance and Improvement

Tuggeranong Network

Erindale College

School Leader - Enrichment Programs

School Leader C \$122,856, Canberra (PN: 02783)

Gazette Date: 05 June 2020

Closing Date: 19 June 2020

Details: Erindale College is a unique complex located in the Tuggeranong Network which provides quality education to students in Years 11 and 12 with a small Year 10 cohort. Erindale College has embraced the visible learning approach to allow our teachers to become evaluators of their impact on student learning. This strategy aligns with the college's evidence based approach to inform decisions that meet our two key priority areas:

- Enable all students to achieve a minimum of one year's growth for one year's learning.
- Students graduate college with a strong sense of personal wellbeing and learning dispositions that prepare them for successful transition beyond college.

Erindale College is seeking a dynamic, enthusiastic and innovative leader in the role of SLC Enrichment Programs. This role is a specialist role with oversight of, and responsibility for enrichment programs across the College. The successful applicant will work in collaboration with the school executive team to manage and develop the College's:

- Year 10 in College program
- Cambridge International Curriculum
- ACT Scaling Test (AST) Coordination

The successful applicant will have demonstrated:

- Highly effective written and verbal communication skills
- High level organisational skills with a proven ability to set and meet deadlines
- Deep pedagogical knowledge with the capacity to seek opportunities to extend students through the provision of a quality, rigorous curriculum
- Understanding of coaching and mentoring and professional learning communities as strategies to support teacher capability development
- A commitment to ongoing professional learning to support the development of Visible Learning strategies to enhance student outcomes <https://visible-learning.org/>

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

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

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Jessie Atkins (02) 6142 2977 Jessie.Atkins@ed.act.edu.au

School Performance and Improvement

Tuggeranong Network

Wanniassa School

Maths and Science Executive Teacher 7-10

School Leader C \$122,856, Canberra (PN: 02771)

Gazette Date: 05 June 2020

Closing Date: 12 June 2020

Details: Wanniassa School is seeking a dynamic and motivated Faculty Leader to inspire a love of Science and Mathematics in our students and be part of a collaborative and dedicated leadership team. The successful applicant will have a talent for building teacher capacity to engage students to think mathematically and scientifically through questioning, communicating, reasoning and reflecting.

- As a member of the school executive team, support the principal to lead the school as a Professional Learning Community (PLC) to improve learning outcomes for all students in accordance with the School Plan.

- Lead the Mathematics and Science Faculty to develop and implement curriculum, pedagogy and assessment strategies that engage all learners.
- Manage the end of semester reporting process for high school staff.
- Coordinate the collection and analysis of available system and school data.
- Support staff to establish and maintain positive and respectful relationships with students, staff, parents and stakeholder groups in the wider community.
- Undertake an appropriate teaching load and other duties as determined by the Principal.

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

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

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

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Kate Marshall (02) 6142 1870 kate.marshall@ed.act.edu.au

School Performance and Improvement

Student Engagement

Campbell Primary School

Deputy Principal

School Leader B \$143,046, Canberra (PN: 04001)

Gazette Date: 09 June 2020

Closing Date: 23 June 2020

Details: Campbell Primary School is seeking an innovative and dynamic School leader to join our community. The successful applicant will develop strong professional relationships and collaborate and network with a wide range of people to maximise student outcomes in a changing environment, including:

- Assist the Principal to lead the school as a Professional Learning Community and assume responsibilities for teaching teams.
- Lead whole school development of future focused pedagogy, curriculum, assessment and reporting to align with the Australian Curriculum and Early Years Learning Framework.
- Lead whole school use of ICT and the continuing implementation of Google Applications for Education for staff and students.
- Assist and support the leadership team to implement the School Strategic Plan and Annual Action Plan to achieve goals and targets.
- Lead an inclusive whole school approach to catering to children with diverse needs.

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

Note: Questions about the School Leader position should be directed to the relevant Contact Officer. The aim of a written response is to provide the selection panel with clear, concise information and evidence about your demonstrated suitability and potential to perform the role effectively. Before you start your written response, check the format and style that is being requested as this may differ from other formats and styles you've prepared previously. Any written response should be persuasive with evidence-based examples to demonstrate your abilities.

How to Apply: Applicants are to provide a current curriculum vitae including education, employment history, and experience and workplace achievements. Statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and two referees.

Applications should be submitted via the Apply Now button below.

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: Paula Kinsman (02) 6142 3579 paula.kinsman@ed.act.edu.au

School Performance and Improvement

South and Weston network

The Woden School

Principal

School Leader A 2 \$176,028, Canberra (PN: 01992)

Gazette Date: 10 June 2020

Closing Date: 24 June 2020

Details: Situated in the suburb of Deakin, The Woden School is a specialist High School and College for students with intellectual disability and/or autism. Students access the Australian Curriculum, on the same basis as their peers, through personalised education programs graduating with ACT Year 10 and 12 certificates. The school provides 21st Century learning spaces and opportunities including a commercial kitchen, kitchen garden, technologies area, recording studio and access to a range of digital technologies.

The Woden School makes reasonable adjustments across all aspects of the educational program to ensure students' progress against the Australian Curriculum and to safely access the school environment. This involves significant stakeholder engagement, including families, external providers, Network Student Engagement Team (NSET) and the OV and Complex Case Management team, to identify strategies and supports required for the students educational, physical, sensory and emotional/wellbeing program. The school holds high expectations of all students recognises the vital role collaboration with stakeholders.

Eligibility/Other Requirements: Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

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

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

How to Apply: Applicants are to provide a curriculum vitae (two pages), statement of claims based on the leadership capabilities outlined in the application package (maximum six pages) and two referees. In your application, we want to learn about the impact your leadership has had on improving outcomes for students, and what makes you the best person to be the next principal of The Woden School. For more information about this opportunity, please contact the contact officer. This process may be used to fill short term acting arrangements for other roles that may become available within the next 12 months.

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 Cooper (02) 6205 3313 julie.cooper@act.gov.au

University of Canberra High School Kaleen

Science, Physical Education and Health Executive Teacher

School Leader C \$122,856, Canberra (PN: 13078)

Gazette Date: 2 June 2020

Closing Date: 14 June 2020

Details: University of Canberra High School Kaleen is a 7- 10 high school that operates as a Professional Learning Community. The school is looking for a dynamic school leader with high level pedagogy and curriculum leadership skills to join the Executive Team.

Job Description:

- As a member of the Executive Team, support the senior executive to achieve whole-school strategic goals and implement the school annual action plan.
- Lead and manage the PE and Health and Science faculties and Professional Learning teams with a focus on high levels of learning for all students, collaboration and results driven practice.
- Co-lead another schoolwide team.
- Support student social and emotional learning within a Restorative Practices framework and a PBL approach.
- Undertake an appropriate teaching load and other duties as determined by the Principal

Eligibility/Other Requirements:

A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

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

How to Apply: Applicants should provide a curriculum vitae (two pages), a statement of claims based on the leadership capabilities outlined in the Position Description, with a focus on the job description specified for the position (maximum six pages) and contact information for 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: Daniel Mowbray (02) 6142 0490 daniel.mowbray@ed.act.edu.au

School Performance and Improvement

South Weston

Mount Stromlo High School

Deputy Principal- Curriculum, Pedagogy and Staff

School Leader B \$143,046, Canberra (PN: 04062)

Gazette Date: 04 June 2020

Closing Date: 14 June 2020

Details: Mount Stromlo High School is a 7-10 high school that operates as a Professional Learning Community. The school is looking for a dynamic school leader to join the Executive Team, with high level pedagogy and curriculum leadership skills and a passion for improving student wellbeing.

- As a member of a genuine, connected and strategic executive team, achieve whole-school goals and implement the school action plan.
- Lead and manage staffing across the school.
- Lead the implementation and effective use of SAS across the school.
- Work with the school executive to lead curriculum and pedagogical improvement.
- Support the Executive team to establish and maintain a Professional Learning Community, demonstrating positive and respectful relationships with staff, students and the wider school community.
- Support student social and emotional learning within a Restorative Practices framework and a PBL approach.

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

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

Note: Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision. Questions about individual school leader positions should be directed to the relevant Contact Officer. This can help when preparing your submission as the contact officer be able to share with you more detailed information about the position, allowing you to tailor your response.

How to Apply: Applicants are to provide a curriculum vitae providing relevant information about your education, employment history, experience and workplace achievements, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees.

Applications should be submitted via the Apply Now button below.

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

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

ACT Government Solicitor

Executive Group Manager, Legal Practice

Executive Level 2.3

Remuneration: \$307,053 – \$319,330 depending on current superannuation arrangements (PN: E1118)

Gazetted: 5 June 2020

Closing Date: 19 June 2020

The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, ministers and office holders.

The ACTGS is seeking an experienced and high performing legal practitioner to fill the position of Executive Group Manager – Legal Practice.

The role is integral to ensuring ACTGS can effectively provide advice and representation as required. Working closely with the Deputy Chief Solicitor, General Manager and Practice Leaders, the role's focus and accountability is on the effective coordination of the Practice Groups (people, workloads and knowledge) to ensure integrated and responsive legal service delivery by ACTGS.

The position requires exceptional leadership acumen, relationship management, communications skills and the ability to deliver high quality legal advice and representation to clients.

Further information can be found on the ACTGS website at www.actgs.act.gov.au.

Eligibility/Other requirements:

1. Eligibility for admission as an Australian lawyer and to be local practitioner of the Australian Capital Territory.
2. Experience in a similar role is highly desirable.

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

Conditions of Employment: The successful candidate will be engaged under the *Public Sector Management Act 1994* for a period of five years. Prospective applicants should be aware that appointments are tabled in the ACT Legislative Assembly.

How to Apply: All applications, including application coversheet, your written response to selection criteria, resume and referee report (if required) must be submitted to Shared Services.

Applications should be submitted via the Apply Now button below.

Executive Branch Manager, Communication Centre Reform Project, Emergency Services Agency 11/6

Temporary Vacancy

Justice and Community Safety Directorate

Emergency Services Agency

Position: E1092

(Remuneration equivalent to Executive Level 1.1)

Date circulated: 9 June 2020

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Expressions of interest (EOI) are sought for the position of Executive Branch Manager, Communication Centre Reform Project, Justice and Community Safety Directorate for the period 20 July 2020 for 3 months.

The Emergency Services Agency (ESA) is seeking a skilled and highly motivated person to provide strategic leadership of the Communications Centre (COMCEN) Reform Project. The Executive Branch Manager, Communication Centre Reform Project is responsible for leading and delivering significant transformation within the ACT Emergency Services Agency Communications Centre. Reporting to the ESA Commissioner, the Executive Branch Manager will lead the delivery and implementation of the COMCEN Reform Project, providing specialist advice on matters relating to the project.

The key duties and responsibilities include:

- Support the Commissioner in the delivery of the Commissioner's functions through cohesive operations, collaborative management and a unified executive
- Represent the ESA on a range of fora including consultative committees and working groups
- Under the COMCEN service delivery model, identify and explore opportunities through the better use of technology, including integrating systems and facilitating the provision of information between services and external agencies
- Manage key relationships with ESA operational services, enabling services and other key stakeholders including Unions
- Implement consultative arrangements on employment related matters associated with the COMCEN Reform, working in close contact with the ESA People & Culture Unit and the Directorate's human resource function.
- Effectively manage organisational change to achieve the vision and objectives agreed by Government
- Provide high-level advice, briefings, reports and correspondence to the ESA Commissioner, Chief Officers and the Justice and Community Safety (JACS) Directorate
- Monitor and control resources through effective financial reporting and governance arrangements

To apply: Please provide a supporting statement of no more than two pages outlining practical experience and examples related to the role, a current curriculum vitae of no more than two pages and the name and contact details of two referees.

Applications should be emailed to David Foot via david.foot@act.gov.au by COB Tuesday 16 June 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 \$207,171 - \$214,972 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$156,010.

Contact Officer: David Foot (02) 6207 8474 david.foot@act.gov.au

ACT Corrective Services

Community Corrections and Release Planning/Programs and Reintegration Programs and Interventions

Specialist Communities Clinician (Social Worker/Occupational Therapist)

Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 35022, several)

Gazetted: 10 June 2020

Closing Date: 24 June 2020

Details: ACT Corrective Services is looking for a suitably qualified person with demonstrated clinical experience, personal integrity, self-confidence and exceptional communication skills to become a Specialist Communities Clinician (HP3, Social Worker/Occupational Therapist) within the Programs and Interventions Unit. Through sound knowledge of trauma informed practice and the principles of therapeutic intervention, the occupant of this role will support detainees through the delivery of programs and services within discrete communities with complex needs within the Alexander Maconochie Centre (AMC). Under direction, the successful applicant will deliver a range of multidimensional treatment options for detainees with varied and complex needs. You will also provide advice related to the care of and service provision for detainees with disabilities and complex needs, including contributing to accommodation unit placements and regular care coordination. Further to this, you will maintain and develop monitoring systems to enable evaluation of effectiveness of treatment options in accordance with leading practice guidelines, and participate in the ongoing review and evaluation of work practices, including quality assurance and reporting on performance indicators, and contribute to the development of policies and procedures. A high level of interpersonal, negotiation and communication skills, including the ability to deal with people from a wide range of cultures and backgrounds in a correctional environment, 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:

Occupational Therapist – Mandatory: Hold general registration with the Occupational Therapy Board of Australia (Australian Health Practitioners Regulation Agency [AHPRA]). Applicants must have a minimum of three years paid work employment, post qualification, in a relevant role.

Social Worker – Mandatory: Degree in Social Work. Professional membership or demonstrated eligibility for professional membership of the Australian Association of Social Workers (AASW). Applicants must have a minimum of three years paid work employment, post qualification, in a relevant role.

Experience within a forensic setting is desirable but not essential. These positions may require psychological aptitude testing as part of the assessment process. These positions do require a National Police Check. A current driver's licence is essential. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

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

Contact Officer: Catherine Garrington (02) 6207 0784 catherine.garrington@act.gov.au

ACT Government Solicitor

Principal Solicitor

Government Solicitor 3 \$148,863 - \$168,403, Canberra (PN: 34383, several)

Gazetted: 10 June 2020

Closing Date: 26 June 2020

Details: The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, ministers and office holders.

The ACTGS is seeking applications from experienced legal practitioners for Principal Solicitor roles in our litigation practice. In addition to the ability to deliver high quality legal advice and representation to client's applicants for roles of Principal Solicitor should have sound experience in the management of general and personal injury claims including litigation, ability to provide advice to government and well-developed relationship management skills.

If you have a high level of technical expertise, experience in leading and mentoring more junior lawyers and working autonomously on more complex advice and litigation these roles may be of interest. Further information can be found at the ACTGS website at www.actgs.act.gov.au.

Eligibility/Other Requirements: Applicants must be admitted with at least five plus years post-admission experience as a solicitor.

Note: Successful applicants must be available to commence in their new role within six weeks of acceptance of offer. Applicants may be selected based on application only.

How to Apply: Applicants should provide a four page pitch demonstrating their ability and experience to perform the role including the behavioural capabilities. The behavioural capabilities can be found in the Position Description. Applications should also provide a current curriculum vitae including the details of two referees with their pitch.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maria Batzogiannis (02) 6205 3734 Maria.Batzogiannis@act.gov.au

ACT Emergency Services Agency

People, Culture and Training

Director - ESA Recruitment

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 47818)

Gazetted: 10 June 2020

Closing Date: 24 June 2020

Details: ACT Emergency Services Agency (ESA) aims to develop a robust long-term recruitment strategy, supported by agile processes and systems, to provide services that meet the future needs and expectations of our ACT community. The Director ESA Recruitment will have responsibility for building and developing our recruitment strategy, processes and policies to source high calibre candidates in a timely manner. You will partner with all areas of the Agency to educate our leaders on best practice and will have a keen focus on the candidate experience. You will be a strong communicator who is comfortable initiating engagement with key stakeholders to provide sound advice on recruitment and selection, as well as projects and Human Resource initiatives as required. You understand the need to build and maintain relationships and are confident articulating a value position to management and executives that aligns with strategic objectives and is compliant with legislative obligations. ACT Emergency Services Agency 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: Extensive experience within a complex multidiscipline recruitment role is highly desirable. Experience in the design and implementation of e-Recruitment systems would be an advantage.

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

How to Apply: Applicants should submit a response of no more than two pages addressing the Position Capabilities, together with your tailored curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

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: Rebecca Hughes (02) 6207 9981 rebeccaj.hughes@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

Communications and Engagement

Communications and Engagement Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 45514, several)

Gazette Date: 5 June 2020

Closing Date: 19 June 2020

Details: Are you ready support our community engagement and communications strategy? Do you like a challenge and want to be part of a high-performing team delivering best-practice communications on large infrastructure projects including the Canberra Hospital Expansion?

Major Projects Canberra (MPC) was established on 1 July 2019 to lead the procurement and delivery of the Territory's infrastructure program. The Communications and Engagement division at MPC is responsible for delivering both internal and external communications and engagement activities that support the successful delivery of these infrastructure projects.

In this role you will support the Director, Communications and Engagement, for the Canberra Hospital Expansion and work collaboratively with teams across Major Projects Canberra and the wider Government to ensure the directorate's content informs and engages the Canberra community.

You'll have a passion for developing and delivering pro-active community engagement strategies that highlights the work of Major Projects Canberra and seeks to incorporate community views and input as we develop our projects.

You'll also be responsible for copywriting and developing a broad range of printed and digital collateral including newsletters, fact sheets and websites.

The role will include some day to day administrative tasks, tracking of project milestones and drafting responses to correspondence and other information requests. The Major Projects communication team works across a range of infrastructure projects, so you'll be willing to pitch in on other projects, as required, to help the wider team achieve its 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 or a minimum of two years' experience working professionally in the fields of digital communications and content production, media, public relations, marketing, or strategic communications is preferred.

Experience in planning, producing and shooting video content and managing and growing social media channels is desirable.

The ability to work flexibly with some out of hours work is required.

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

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 cover letter addressing your suitability for the role against the selection criteria, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sam Runnel Sam.Runnel@act.gov.au

Transport Canberra and City Services

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

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

City Services

Place Management

Technical Officer Level 3

Technical Officer Level 3 \$73,974 - \$83,600, Canberra (PN: 10417, several)

Gazette Date: 5 June 2020

Closing Date: 18 June 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. Sport and Recreation Facilities is a dynamic and responsive business unit which provides sporting and recreation services for the community. The Technical Officer Level 3 is responsible for managing a team of employees engaged in Turf maintenance and cleaning operations of Government Sports Ground Facilities. Developing a register enables us to access appropriately skilled and experienced individuals at short notice for acting opportunities. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

- Certificate in Turf Management, Green Keeping or Horticulture and demonstrated experience.
- Preparedness to wear a uniform and to work anywhere in the ACT. This may also involve working alone operating equipment.
- Drivers licence (C-class) and to obtain a Medium rigid truck licence within 12 months of your appointment.
- Ability to undertake the physical requirements of the tasks listed above and ability to lift weight up to 20 to 25 kg.
- Workplace Health and Safety Induction (White Card).

Note: These temporary positions are available from July 2020 for up to 12 months. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the

duties/responsibilities listed in the Position Description. Applications should include a curriculum vitae and one page pitch addressing the Selection Criteria setting out why you are the best person for the role. It is highly recommended that you speak to the Contact Officer to obtain additional information about the role and your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dave Mann (02) 6207 5143 Dave.Mann@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.

APPOINTMENTS

ACT Health

Administrative Services Officer Class 6 \$85,394 - \$97,732

Rachel Thomas: 865-55073, Section 68 (1), 09/06/2020

Information Technology Officer Class 2 \$86,547 - \$99,051

Ruhi Shah: 869-14670, Section 68 (1), 22/6/2020

Canberra Institute of Technology

Administrative Services Officer Class 4 \$71,309 - \$77,212

Krysten Williams: 853-78861, Section 68 (1), 05/06/2020

Chief Minister, Treasury and Economic Development

General Service Officer Level 9 \$73,974 - \$83,600

Paul Sanson: 869-15665, Section 68 (1), 9 June 2020

Administrative Services Officer Class 6 \$85,394 - \$97,732

Gani Jayawardhana: 858-73598, Section 68 (1), 11 June 2020

Administrative Services Officer Class 6 \$85,394 - \$97,732

Xin Yuan: 858-73635, Section 68 (1), 11 June 2020

Education

School Assistant 3 \$55,354 - \$59,575

Yui Backhouse: 865-63719, Section 68 (1), 26 May 2020

Environment, Planning and Sustainable Development

Administrative Services Officer Class 4 \$72,272 - \$78,254

Shailee Shrestha: 868-29898, Section 68 (1), 04 June 2020

Justice and Community Safety

Prosecutor Associate \$71,309 - \$73,494

Bwalya Chifuntwe: 858-52412 Section 68 (1), 11/6/2020

Canberra Health Services

Assistant in Nursing \$52,300 - \$54,070

Giesther Gonzales: 863-75777, Section 68 (1), 03/06/2020

Registered Nurse Level 2 \$94,409 - \$100,061

Janelle Rae: 868-32456, Section 68 (1), 11/06/2020

Registered Nurse Level 1 \$67,984 - \$90,814

Karin Curry: 863-76139, Section 68 (1), 02/06/2020

Pharmacist Level 2/3 \$78,400 - \$110,423

Leah Ritchie: 868-30450, Section 68 (1), 28/11/2019

Registered Nurse Level 1 \$67,984 - \$90,814

Mark Brittle: 863-77115, Section 68 (1), 11/06/2020

Enrolled Nurse Level 1 \$61,658 - \$65,876

Sara-Jane Von Pein: 863-76067, Section 68 (1), 03/06/2020

Registered Nurse Level 1 \$67,984 - \$90,814

Tani Holgate: 862-11166, Section 68 (1), 03/06/2020

Registered Nurse Level 1 \$67,984 - \$90,814

Simmy Njattumkalayil Sunny: 857-93053, Section 68 (1), 09/06/2020

Health Service Officer 3 \$51,761 - \$53,444

Sonam Gyeltshen: 856-20874, Section 68 (1), 11/06/2020

Health Service Officer 3 \$51,761 - \$53,444

Marie-Noelle Philio: 845-03595, Section 68 (1), 11/06/2020

Senior Specialist, \$222,205

Dombagahapathirage Thushyanthi Sharmila Peiris: 847-11781, Section 68(1), 5 June 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Nancy Shaji: 859-50952, Section 68 (1), 11/06/2020

Registered Nurse Level 1 \$67,984 - \$90,814

Shelayah McMillan: 869-15622: Section 68 (1), 11/06/2020

Health Service Officer 3 \$51,761 - \$53,444

Lovish Malhotra: 847-04004, Section 68 (1), 11/06/2020

Enrolled Nurse Level 1 \$61,658 - \$65,876

Tamara Noble: 857-93627 Section 68 (1), 11/06/2020

Registered Nurse Level 1 \$67,984 - \$90,814

Megan Dawson: 861-30649 Section 68 (1), 11/06/2020

Transport Canberra and City Services

Administrative Services Officer \$64,230 - \$69,125

Jessica O'Connor: 869-13483, Section 68 (1), 9/6/2020

Technical Officer Level 3 \$73,974 - \$83,600

Phuba Phuba: 863-12397, Section 68 (1), 11/06/2020

TRANSFERS

Canberra Health Services

Brigitte McLennan: 608-15906

From: Health Service Officer Level 3 \$51,761 - \$53,534

Canberra Health Services

To: Health Service Officer Level 3 \$51,761 - \$53,534

Canberra Health Services, Canberra (PN: 23515) (Gazetted 5 March 2020)

PROMOTIONS

Canberra Institute of Technology

Corporate Services

Human Resources

Begona Diaz-Munoz: 835-92223

From: Administrative Services Officer Class 5 \$79,253 - \$83,888

Canberra Institute of Technology

To: Administrative Services Officer Class 6 \$85,394 - \$97,732

Canberra Institute of Technology, Canberra (PN: 40687) (Gazetted 00/00/0000)

Note: This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

Industry Engagement and Strategic Relations

Training Initiatives Unit

Jacqueline Haeusler AGS 820-81544

Canberra Institute of Technology

From: Administrative Services Officer Class 5 \$79,253 - \$83,888

Canberra Institute of Technology

To: Administrative Services Officer Class 6 \$85,394 - \$97,732

Canberra Institute of Technology, Canberra (PN: 55191) (Gazetted 00/00/0000)

Note: This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

Chief Minister, Treasury and Economic Development

Access Canberra

Licensing and Registration

Matthew Miles: 848-81158

From: Administrative Services Officer Class 5 \$80,323 - \$85,020

Chief Minister Treasury and Economic Development

To: Administrative Services Officer Class 6 \$86,547 - \$99,051

Chief Minister, Treasury and Economic Development, Canberra (PN: 03855) (Gazetted 06/03/2020)

Enterprise Canberra

Skills Canberra

Directors Office

Licensing and Registration

Aimee Stefanovic: 853-71352

From: Senior Officer Grade C \$108,926 - \$117,249
Chief Minister, Treasury and Economic Development
To: Senior Officer Grade B \$128,286 - \$144,418
Chief Minister, Treasury and Economic Development, Canberra (PN: 07251) (Gazetted 11/06/2020)

Community Services

Housing ACT

Infrastructure and Contracts

Specialist Homelessness Service Delivery

Nicolee Clisdell: 834-93209

From: Administrative Services Officer Class 5 \$80,323 - \$85,020

Community Services

To: Administrative Services Officer Class 6 \$86,547 - \$99,051

Community Services (PN: 00577) (Gazetted 25 October 2019)

Education

School Performance and Improvement

Belconnen Network

Maribyrnong Primary School

Niomi Ceely: 766-22826

Education Directorate

From: Classroom Teacher \$71,113 - \$106,448

Education Directorate

To: School Leader C \$122,856

Education Directorate, Canberra (PN: 40728) (Gazetted 25/11/2019)

Justice and Community Safety

Emergency Services Agency

ACT Rural Fire Service

Wayne Dalton: 858-62186

From: Bus Operator \$78,412

Transport Canberra and City Services

To: † Administrative Services Officer Class 6 \$86,547 - \$99,051

Justice and Community Safety, Canberra (PN: 04599) (Gazetted 09 April 2020)

ACT Government Solicitor

Roxanne Kuenne: 83563078

From: Administrative Services Officer Class 4 \$72,272 - \$78,254

Justice and Community Safety

To: Administrative Services Officer Class 5 \$80,323 - \$85,020

Justice and Community Safety, Canberra (PN: 47272) (Gazetted 13/09/2019)

Major Project Canberra

Commercial Services and Infrastructure

Social Infrastructure Branch

Infrastructure Finance and Capital Works

Sean Richards: 821-14764

From: Senior Officer Grade C \$107,475 - \$115,687

Community Services

To: +Infrastructure Officer 4 \$127,670 - \$145,050
Major Projects Canberra, Canberra (PN: 39950) (Gazetted 16/04/2019)

Transport Canberra and City Services

City Services

Development Coordination

Development and Design Review

Angela Hauzer: 827-42031

From: Infrastructure Officer 2 \$86,652 - \$99,693

Environment, Planning and Sustainable Development

To: Infrastructure Officer 3 \$109,177 - \$119,846

Transport Canberra and City Services, Canberra (PN: 23562) (Gazetted 18 February 2020)

Canberra Health Services

Rachel Backhouse: 762-81494

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: 44727) (Gazetted 11/06/2020)

Medical Services

General Practice Liaison

Lynette Balfour: 847-03079

Canberra Health Services

From: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN: 33250) (Gazetted 23/4/2020)

Chief Operating Officer Clinical Services

Sally McCloy: 827-51376

From: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services

To: + Registered Nurse Level 3.2 \$122,360

Canberra Health Services, Canberra (PN: 46810) (Gazetted 07/05/2020)

Chief Operating Officer Clinical Services

Brittany Kent: 853-59732

From: Administrative Services Officer Class 4 \$71,309 - \$77,212

Canberra Health Services

To: Administrative Services Officer Class 5 \$79,253 - \$83,888

Canberra Health Services, Canberra (PN: 13661) (Gazetted 28/03/2019)

Quality, Safety Innovation and Improvement

Katherine MacPherson: 835-94317

From: Senior Officer Grade C \$108,926 - \$117,249

Canberra Health Services

To: +Senior Officer Grade B \$128,286 - \$144,418

Canberra Health Services, Canberra (PN: 42427) (Gazetted 12/03/2020)