



ACT Government Gazette

Gazetted Notices for the week beginning 01 October 2020

VACANCIES

ACT Health

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

Health Systems, Policy and Research
Preventive and Population Health
Health Improvement Projects
Policy Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 46333)

Gazetted: 07 October 2020

Closing Date: 21 October 2020

Details: The Health Improvement Projects Section is responsible for providing public health advice both internally and external to the division and undertaking high-level project and policy work and responding to emerging and novel policy issues to improve the health of Canberrans. The majority of their work relates to the alcohol and other drug sector. 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:

Desirable:

Relevant experience and/or tertiary qualifications in a related field or equivalent experience in public health and/or public policy.

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 June 2021, with the possibility of permanency depending on funding from 2021. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application of no more than two pages, responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Megan Arnold (02) 5124 9504 megan.arnold@act.gov.au

Health Systems, Policy and Research
Health System Planning and Evaluation
Community Sector Contracts and Grants Unit
Contracts Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 49214, several)

Gazetted: 07 October 2020

Closing Date: 14 October 2020

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

development of an approach to future service procurement, in collaboration with NGOs; and providing advice to AHD and the ACT Government in relation to funding commitments.

The Contract Officer will be accountable under broad direction to undertake a range of contract management activities. They will work within existing established frameworks of legislation, principles, work practices and procedures. They will have comprehensive knowledge and experience of procurement and contract management. A key element of the position is related to stakeholder liaison in relation to contractual matters. The Contract Officer is expected to contribute to a positive team environment, continual improvement, and be able to work with minimal supervision, sometimes under pressure and to tight timeframes.

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

How to Apply: Please submit a written application of no more than two pages, responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tania Weir (02) 5124 9761 tania.weir@act.gov.au

Health Systems, Policy and Research

Office of Professional Leadership and Education

Office of the Chief Medical Officer

Assistant Director, Quality and Safety Unit

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 45083)

Gazetted: 07 October 2020

Closing Date: 21 October 2020

Details: Join the Quality and Safety Unit and contribute to strengthening health quality and safety across the ACT public health system. As part of a small team you will contribute your knowledge of quality improvement methods, clinical governance frameworks and the national safety and quality health agenda to support the unit to implement the ACT Health Quality Strategy 2018-2028 and to further develop quality improvement and patient safety systems within the ACT. Excellent people and stakeholder management skills are critical. We work collaboratively and highly value our positive workforce culture. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Mandatory: Direct experience in managing quality improvement and patient safety initiatives in healthcare settings.

Desirable: Tertiary qualifications in a quality or health related field.

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

How to Apply: Please submit a current curriculum vitae, contact details of two referees (one being a current supervisor) and a written statement in the form of a pitch of no more than two pages addressing the Selection Criteria. The statement should explain how you have the technical skills, necessary experience and knowledge to perform in this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brian Lawless (02) 5124 6119 Brian.Lawless@act.gov.au

Health Systems Policy and Research

Public Health, Protection and Regulation

Health Protection Service

Public Health Nurse - Immunisation

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 04831)

Gazetted: 06 October 2020

Closing Date: 20 October 2020

Details: The Health Protection Service, Communicable Disease Control Section (CDC) is seeking expressions of interest to fill a temporary vacancy for the position of Public Health Nurse Immunisation (Registered Nurse Level

2). The Immunisation Unit provides the ACT community with protection against vaccine preventable diseases through:

Implementation of the National Immunisation Program and ACT Government funded immunisation programs in the ACT including provision of advice and information on immunisation to the ACT community.

Implementation of initiatives to improve immunisation rates and quality service delivery.

Distribution of vaccines for the National Immunisation Program and ACT government funded programs to immunisation providers in the ACT. This position works within the multidisciplinary team and responsibilities include: Providing information and/or advice to medical professionals, other stakeholders, and the public regarding immunisation. Coordination of functions including follow-up of adverse events following immunisation, transcribing overseas immunisation records and referral for the special immunisation clinic.

Assist with the implementation of immunisation programs, actions to increase immunisation coverage rates, and updating written materials ensuring compliance with evidence-based practice, policies, and guidelines.

Eligibility/Other Requirements: Strong customer service, effective written and oral communication and demonstrated organisational and time management skills are essential. Excellent interpersonal and negotiation skills and the ability to work successfully in a multidisciplinary team environment are also required.

Mandatory: Registered or be eligible for registration as a nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

Current driver's licence.

Undergo a pre-employment National Police Check

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

Desirable: Applicants require knowledge of current immunisation guidelines, schedules, and evidence-based practices. Completion of accredited nurse immuniser course/certificate.

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

How to Apply: Applications should contain a written response providing claims against the Selection Criteria (maximum one page for each criteria), curriculum vitae and contact details of two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Fiona Steele (02) 5124 9229 fiona.steele@act.gov.au

Office of the Director-General

Communications and Government Relations

Ministerial and Government Services

Assistant Director, Executive Support and Coordination

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 42744)

Gazetted: 06 October 2020

Closing Date: 20 October 2020

Details: ACT Health Directorate's Ministerial and Government Services team is looking for a highly motivated and goal orientated person to fill the position of Assistant Director, Executive Support and Coordination.

The role provides high level support and coordination function for both the Office of the Director-General and Office of Deputy-Director General. The role will require the applicant to have excellent writing skills, high attention to detail, excellent relationship management skills and determination to achieve optimal outcomes.

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

Eligibility/Other Requirements: Possess excellent writing skills and the ability to pull together a range of high level documents.

Note: This is a temporary position available from October 2020 up until March 2021 with the possibility of extension. Selection may be based on application and referee reports only.

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 two page pitch to the Selection Criteria setting out why you are the best person for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chadia Rad (02) 5124 6216 Chadia.Rad@act.gov.au

Public Health Protection and Regulation

Executive Branch Manager, Health Protection Service

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E335)

Gazetted: 07 October 2020

Closing Date: 21 October 2020

Details: ACT Health Directorate is looking for a suitably qualified and experienced candidate to undertake the role of Executive Branch Manager, Health Protection Service, Public Health Protection and Regulation. The successful applicant will be offered a long-term executive contract for a period of up to five years.

Public Health, Protection and Regulation has primary responsibility for the management of population health issues within ACT Health Directorate. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and national policy, program delivery and protocols on population health issues. The Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997*.

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

A critical leadership role within ACT Health, this role is responsible for a systematic approach to managing risks and implementing strategies for the prevention of, and timely response to, public health incidents.

The successful applicant will need to respond quickly to emerging public health risks and provide strong leadership in areas of change management, budgets and performance measures.

The role requires capacity to build strong relationships, meet Government and Directorate requirements, deal with complex matters within tight deadlines, and have a strong commitment to providing high level population health services in accordance with the values of ACT Health. Experience in operating in a regulatory environment is an advantage.

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

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

How to Apply: Your application should include a current curriculum vitae, two referees and a statement of claims addressing the executive capabilities and outlining relevant skills and experience (no more than three pages).

Applications should be submitted via the Apply Now button below.

Contact Officer: Meg Brighton (02) 5124 6240 meg.brighton@act.gov.au

Calvary Health Care ACT (Public)

Social Work and Psychology

Social Worker

Health Professional Level 2 \$66,000 - \$92,000, Canberra (PN Expected)

Gazette Date: 2 October 2020

Closing Date: 22 October 2020

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

Reference Number: 13856

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

Contact Officer: Cate Thompson Cate.Thompson@calvary-act.com.au

Perioperative

Clinical Development Nurse

Registered Nurse Level 2 \$95,684- \$101,412, Canberra (PN Expected)

Gazette Date: 7 October 2020

Closing Date: 30 October 2020

Full position details can be seen on Calvary Public Hospital Bruce's website,
<https://calvarycareers.mercury.com.au/>
Reference Number: 13910
Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>
Contact Officer: Maninder Singh, Maninder.Singh@calvary-act.com.au

Clinical Development Midwife – Maternity

Registered Nurse Level 2 \$95,684- \$101,412, Canberra (PN Expected)

Gazetted: 7 October 2020

Closing Date: 16 October 2020

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

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

Contact Officer: Noelyn Perriman Noelyn.Perriman@calvary-act.com.au

Emergency Department

Registered Nurse

Registered Nurse Level 2 \$95,684- \$101,412, Canberra (PN Expected)

Gazette Date: 7 October 2020

Closing Date: 23 October 2020

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

Reference Number: 13969

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

Contact Officer: Angela Devlin (02) 6201 6263 Angela.Devlin@calvary-act.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

Medicine

Renal Outpatients

Renal Transplant Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 27024)

Gazetted: 01 October 2020

Closing Date: 8 October 2020

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

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

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

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

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

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

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

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

Overview of the Work Area and Position

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

The Renal Network offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW. These include Chronic Kidney Disease (CKD) clinics, acute, satellite and home dialysis services, pre and post transplantation services, hypertension services and a supportive care clinic. This team has a multidisciplinary approach with an emphasis on research and evidence-based practice and is committed to partnering with patients to provide excellent care. This position is based at Canberra Hospital and reports to the CNC of Renal Outpatients.

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.

Note:

This position is temporary position for four months with possibility of extension. This position is fulltime working Monday to Friday.

Contact Officer: Helen McFarlane (02) 5124 3062 helen.mcfarlane@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Community Care Program

Nurse Manager

Registered Nurse Level 4.1 \$122,360, Canberra (PN: 28557, several)

Gazetted: 02 October 2020

Closing Date: 16 October 2020

Details: About us

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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

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

RACS has recently established the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Hospital (UCH) is part of Canberra Health Services planned network of health facilities designed to meet the needs of our ageing and growing population.

Rehabilitation, Aged and Community Services work collaboratively with individuals, carers and other services within and external to Canberra Health Services. A Nurse Manager within the Community Care Program, RACS, manages one of five community nursing teams within the ACT. The teams provide community nursing services to patients with a broad range of needs across the ACT community.

Nurses interested in working as a Nurse Manager within the Community Care Program should have a demonstrated ability to provide effective leadership, promote high quality health outcomes in a complex nursing service and manage financial, physical and human resources. Previous community nursing experience would be advantageous.

Eligibility/Other Requirements:

Mandatory:

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

Hold a current driver's licence.

Desirable:

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

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

Note:

These are temporary positions available for various lengths of time for periods greater than two weeks up to 12 months.

Contact Officer: Tami Murrells 0431 659 762 tami.murrells@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Acute Mental Health Services

Mental Health Social Worker

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 26875)

Gazetted: 02 October 2020

Closing Date: 20 October 2020

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

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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.

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

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

Rehabilitation and Specialty Services

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS), and

Justice Health Services

Adult Acute Mental Health Services provide person centred, high quality, and contemporary mental health care across the Canberra Hospital campus that is guided by the principles of Recovery. AAMHS services aim to provide collaborative care involving the person, their carer's and other key clinical and support services.

The Mental Health Consultation Liaison Service provides an integrated, acute mental health service within the Emergency Department and General and Medical wards of the Canberra Hospital.

The Mental Health Consultation Liaison Service provides specialist mental health assessment and treatment services through a multi-disciplinary team approach and interventions are based on best available clinical evidence with an emphasis on positive outcomes that are tailored to an individual's needs.

Working within Adult Acute Mental Health Services the successful applicant will be required to provide mental health interventions across the Canberra Hospital wards and departments including the Emergency Department with the support of the multi-disciplinary team. The successful candidate will also be expected to provide complex mental health assessments and provide high standard clinical skills and expertise in the assessment and provision of short-term management strategies for people in acute distress and with major mental health conditions.

The successful applicant is expected to provide high quality interventions and achieve sound outcomes for individuals under minimal supervision. It is also an expectation that you will contribute your expertise to the multidisciplinary team and support the team in change processes. You will also be required to undertake quality initiatives to promote service delivery at a standard of best practice. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with other clinical teams, families, carers and other agencies.

All team members are required to undertake professional development and professional supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychiatry Registrars and Consultant Psychiatrists and supported by an Administration Service Officer.

The role involves participating in a team to produce quality outcomes for the Canberra community, discussing planned care interventions in a multidisciplinary environment. This role will involve computer and phone work as well as face to face contact with people presenting to the Canberra Hospital Emergency Department or admitted to a ward within the Canberra Hospital. The successful candidate may be expected to work on a 38-hour, seven day per week 24 hour rotating roster.

Eligibility/Other Requirements:

Mandatory:

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia,

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

Current driver's licence.

For Psychology:

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

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

Current driver's licence.

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*,

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

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with CHS credentialing requirements for allied health.

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

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

Contact Officer: Philip Hoyle 62052782 philip.hoyle@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Director of Client Services

Senior Officer Grade A \$148,991, Canberra (PN: 14708)

Gazetted: 02 October 2020

Closing Date: 23 October 2020

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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

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

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

The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of Canberra Health Service's network of health facilities designed to meet the needs of our ageing and growing population.

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

The Director of Client Support Services is responsible for the leadership and management of a range of services, based in Village Creek Centre, Kambah. This includes Clinical Technical (Prosthetics and Orthotics and Clinical Technology Service) as well as our Equipment and Oxygen Services - ACT Equipment Subsidy Scheme, ACT

Domiciliary Oxygen and Respiratory Support Scheme and the Equipment Loan Service. This position also provides leadership and management for the Village Creek Site.

Under broad direction, you will play a key role in providing day to day recruitment, human resource and contract management across ACT Health. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment.

Eligibility/Other Requirements:

Mandatory:

Hold a current driver's licence.

Desirable:

Qualifications in a management field are highly desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This is a temporary position available from December 2020 up until September 2021. This position may be required to participate in overtime, on call, and/or rotation roster.

Contact Officer: Jo Morris (02) 5124 0004 jo.morris@act.gov.au

Cancer and Ambulatory Services

Radiation Oncology Clinical Trial Unit

Clinical Trial Coordinator

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 26874)

Gazetted: 01 October 2020

Closing Date: 8 October 2020

Details: Our Vision: Creating exceptional health care together.

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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 Radiation Oncology Department is located at the Canberra Region Cancer Centre at the Canberra Hospital and provides state of the art radiotherapy treatment facilities combined with quality care for ACT and regional cancer patients.

The Clinical Trial Co-ordinator provides key support to and coordination of clinical research projects undertaken by the Radiation Oncology Clinical Trial Unit at Canberra Hospital. The projects will vary with collaboration Trans-Tasman Radiation Oncology Group (TROG) studies, pharmaceutical and Radiation Oncology investigator lead studies in Phase 1, 2 and 3 trials in the fields of malignant. The main responsibilities of the Clinical Trial Coordinator will be to act as a supporting person for all aspects of the planning, conduct, implementation, and management of a clinical trial including ethics approvals, and contractual and regulatory management and collaboration with other clinical trial staff. You will act as a contact person responsible for ensuring milestones are achieved and conduct of the trial is compliant with Good Clinical Practice thereby allowing the engagement of future clinical trials. Work is under the general direction of the Research Director of Radiation Oncology Clinical Trials and Radiation Oncologists.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Academic knowledge or practical experience of clinical trials coordination.

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 full-time position available for 24 months with the possibility of extension and/or permanency.

Contact Officer: Amy Shorthouse/Yu-Yan Fang (02) 5124 8444/(02) 5124 5288 amy.shorthouse@act.gov.au/yu-yan.fang@act.gov.au

Clinical Services

Adult Community Mental Health Services

Woden Mental Health Team

Occupational Therapist - Clinical Manager

Health Professional Level 2 \$66,988 - \$91,962, Canberra (PN: 14224)

Gazetted: 01 October 2020

Closing Date: 15 October 2020

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

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Overview of the work area and position

The Occupational Therapist position is based in a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). Allied health staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan.

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

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

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

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

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

This work will primarily be based in the Phillip Community Health Centre, however at times the location of this work may be at other settings in the community such as private residences and or health centres.

The successful applicant will be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes.

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

The position reports to a Team Leader and Senior Clinician, who are both based on site in the health centre. The position is also 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:

Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia.

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

Desirable:

Experience working with people in the Mental Health sector.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with CHS credentialing requirements for allied health.

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

Note: The position is a temporary position available for a period of 10 months. Hours are 36.75 hours per week, Monday to Friday standard business hours with no shift work available.

Contact Officer: Danny Farrow 0451 996 565 danny.farrow@act.gov.au

Central Equipment and Courier Service

Team Leader - Central Equipment and Courier Service

Technical Officer Level 2 \$64,220 - \$73,540, Canberra (PN: 32500, several)

Gazetted: 01 October 2020

Closing Date: 15 October 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.

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Overview of the work area and position:

The Central Equipment and Courier Service sits in the Division of Nursing and Midwifery and Patient Support Services, which provide a range of services that support the clinical divisions within Canberra Health Services (CHS).

The Central Equipment and Courier Service (CECS) is a small team responsible for the distribution, maintenance, and record management of various forms of clinical equipment, as well as couriating Pathology specimens and blood products and Pharmaceutical medications to patients across the Canberra Hospital and Health Services campus.

Under the direction of the Manager the Technical Officer will work closely with a dedicated and skilled team to deliver a safe, efficient and effective service for inpatients and associated clients at The Canberra Hospital.

The Ward Services Team Charter includes that every day we will;

communicate in a polite, clear, honest and open way being respectful of our clients and one another

use good body language and listen attentively to our clients and one another

respect each other's opinions and personal values

seek to understand each other by being non-judgemental, compromising and asking questions considerately when seeking clarification

cooperate to improve client outcomes by creating a caring environment for all treating others the way we wish to be treated and sharing our experiences and skills

take responsibility for our actions, take pride in our work and trust each other to do the same

acknowledge our work colleagues and offer assistance while working toward a common goal

Applications are invited from self-motivated, organised people looking for a challenging and rewarding role within the Central Equipment and Courier Service.

Responsibility Statement: The Technical Officer, CECS is responsible to the Operations Manager CECS. The Technical Officer manages the distribution of equipment such as infusion pumps, bariatric, pressure care and falls risk equipment, as well as delivery and collection of Pathology blood products and specimens, delivery of Pharmaceutical products and collection of Clinical Records, following requests from stakeholders such as nursing staff, Pharmacy, Specimen Reception and the Pathology Transfusion department. The primary function of the Technical Officer is to assist in managing the day to day operation of the CECS and ensure equipment and courier services meet patient and organisational needs.

Eligibility/Other Requirements:

Desirable:

A sound appreciation of the provision of Patient Support Services within Canberra Health Services.

Possess experience in the supply, management and maintenance of equipment, preferably in a hospital setting.

Proven experience in mentoring staff and staff delegation.

Prior to commencement successful candidates may be required to:

Undergo a pre-employment National Police check.

Note:

This is a temporary position available for a period of up to three months, with the possibility of extension.

Selection may be based on application and referee reports only. Successful applicants will be required to work a rotating roster including evening shift work.

Contact Officer: Neil Howlett (02) 512 45217 Neil.Howlett@act.gov.au

Medicine

Diabetes

Nurse Practitioner Diabetes Service

Nurse Practitioner \$131,034, Canberra (PN: 49275)

Gazetted: 01 October 2020

Closing Date: 19 October 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 and alcohol and drug services.

Overview of the Work Area and Position

The Canberra Health Service (CHS) Diabetes Service is an interprofessional team comprising medical, nursing and allied health professionals. The service provides a coordinated and integrated service between the Canberra Hospital and various community-based locations within the ACT. Clients seen include adolescents and adults with pre-diabetes and diabetes and women with hyperglycaemia in pregnancy (HIP).

The Nurse Practitioner position will work within the Diabetes Service to provide an integrated and co-ordinated service, with particular involvement in the Hyperglycaemia in Pregnancy Service. The Hyperglycaemia in Pregnancy Service provides interdisciplinary specialist care to women with gestational diabetes and pre-existing type 1 and type 2 diabetes, in which health assessment and treatment approaches are based on best available clinical evidence. At all times a holistic approach is taken to address the needs of women to improve their own health and wellbeing and that of their babies.

The Nurse Practitioner role will provide all aspects of a patient's diabetes care, including comprehensive skilled clinical assessment, physical examination and ordering of tests, diagnosis, client education including for preventative care, prescribed treatments, consultations and referrals. The role may require work in both inpatient and outpatient settings within CHS.

While the role requires diabetes care to be delivered independently, the Nurse Practitioner will work in collaboration with the interdisciplinary team of Endocrinologists, Obstetricians, Midwives, Allied Health Professionals, General Practitioners, other Medical Specialists and Junior Medical Staff. The Nurse Practitioner will provide expert advice and guidance to Diabetes Nurse Educators and allied health staff when appropriate. This position also forms part of the Diabetes Service leadership team, to progress and represent the work of the Service.

The Nurse Practitioner will be responsible professionally to the Division of Medicine Director of Nursing. The Nurse Practitioner will be operationally responsible to the Director of the ACT Diabetes Service.

Eligibility/Other Requirements:

Mandatory:

Nurse Practitioner must be credentialed prior to commencement at Canberra Health Services

Registered as a registered general nurse in Australia with the Nursing and Midwifery Board of Australia (NMBA) with no conditions or undertaking on registration relating to unsatisfactory professional performance or unprofessional conduct.

Endorsed as a Nurse Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA).

Post-graduate qualifications from a university or tertiary institution in Diabetes Education. Is an Australian Diabetes Educators Association (ADEA) credentialed diabetes educator.

Minimum of five years' post graduate experience working in an advanced practice nursing role within Diabetes Education.

Must hold and maintain a current driver's licence.

Highly Desirable:

Two years' experience working as a Nurse Practitioner within the field of diabetes with experience in the management of hyperglycaemia in pregnancy.

Prior to commencement successful candidates will be required to:

Be granted with their scope of Clinical practice and credentialing through the CHS Nursing and Midwifery Scope of Practice and Credentialing Committee.

Undergo a pre-employment National Police check.

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

Contact Officer: Lynelle Boisseau 0435 446 516 Lynelle.Boisseau@act.gov.au

Clinical Services

Division of Medicine

Emergency Department

Project Officer

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 27030)

Gazetted: 06 October 2020

Closing Date: 20 October 2020

Details: About us

Our Vision: Creating exceptional health care together.

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Overview of the work area and position:

The Registered Nurse Level 3.1 Project Officer is responsible for providing leadership and coordination of clinical and operational based projects implemented across the Emergency Department. The position requires sound interpersonal and written communication skills and a demonstrated ability to think critically and problem solve.

The position is responsible for individual short and long-term projects and as well as required to work collaboratively with other members of the team in completing joint projects. Mentoring and support to the wider team and the Division around service development projects is an important part of this role under the broad guidance of the ADON ED.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Tertiary qualifications in Nursing, Project Management and/or Masters level qualifications.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note:

This is a temporary position available immediately until 23 December 2020.

Contact Officer: Nicole Slater (02) 5124 8515 nicole.slater@act.gov.au

Medicine

Respiratory and Sleep

Sleep Scientist

Health Professional Level 2 \$66,988 - \$91,962, Canberra (PN: 21962)

Gazetted: 01 October 2020

Closing Date: 19 October 2020

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Overview of the Work Area and Position

The Sleep Disorders Unit (SDU) is part of the Department of Respiratory and Sleep Medicine (DRSM) based in the Division of Medicine. The SDU provides 24-hour clinical services to patients for the assessment and management of sleep disorders. The Health Professional Level 2 (HP2) Sleep Scientist role participates in a rotating roster of day, evening and overnight shifts to ensure provision of high quality clinical services. The role will also assist with quality assurance activities and support student placements.

Within CHS, the respiratory and sleep science professions are part of the Clinical Measurement Science (CMS) disciplines. The CMS disciplines are cardiac, neurophysiology, respiratory and sleep sciences. Scientific staff employed across CMS work under a collective vision; Clinical Measurement Science professionals deliver compassionate service through collaboration and excellence. The Clinical Measurement Sciences Competency Framework outlines the knowledge, skills, behaviours and attributes required of all scientific staff in order to fulfil this vision, and aligns with the CHS values of being reliable, progressive, respectful and kind. The competency framework consists of five generic competency domains that allow for consistent application across all of the disciplines: Professional Conduct, Scientific Knowledge, Clinical Skills, Procedural Proficiency and Professional Development.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications from an approved University with subjects in Health Science/Human Physiology or Biology. Proficiency in conducting Level 1 Diagnostic and Continuous positive airway pressure (CPAP) titration polysomnography (PSG).

Shift Work – have the ability to work independently up to a 12 hour overnight shift as part of operational requirements.

On-call Roster – to be available and provide support to evening and overnight shifts including being recalled back to work as required.

Minimum of 12 months experience in the diagnosis, treatment and management of patients with sleep disorders. Desirable:

Eligibility for memberships of Australian New Zealand Sleep Science Association (ANZSSA) and Australian Council for Clinical Physiologists (ACCP).

Proficiency in Polysomnography data analysis as per the American Academy of Sleep Medicine (AASM), Australasian Sleep Association (ASA) and the Australia and New Zealand Sleep Science Association (ANZSSA) guidelines.

Proficiency in conducting Non-Invasive Ventilation (NIV) studies, such as Bi-Level Positive Airway Pressure titrations.

Post-graduate qualifications in Sleep Medicine and/or a professional credential from the Board of Registered Polysomnographic Technologists (BRPT).

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with CHS credentialing requirements for allied health.

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

Contact Officer: Martin Urban (02) 5124 5699 Martin.Urban@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Senior Clinician

Health Professional Level 4 \$108,926 - \$117,249, Canberra (PN: 42949)

Gazetted: 01 October 2020

Closing Date: 15 October 2020

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Overview of the work area and position:

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

Adult Community Mental Health Teams are contemporary evidence-based services providing high quality community based mental health care that is guided by the principles of Recovery. The services aim to provide collaborative care involving the people who access the service, their carers and other key services.

As Senior Clinician, you will be responsible for supporting the Adult Community Mental Health Services Team Leader with the key strategic directions of the team. This will involve supporting clinical audit compliance, undertaking and contributing to clinical review process, contributing to quality improvement, participating in recruitment and leading learning and development activities within the team. Your immediate supervisor will be the ACMHS Team Leader. As required you will represent the ACMHS Team leader at professional forums including committees and working groups.

The position will be based in either the Belconnen, City or Woden adult community mental health team. The decision around placement will be influenced by the clinical demand and staffing profile of the respective team/s.

All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-

disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Recovery Support Officers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications in Nursing or Occupational Therapy or Psychology or Social Work with current unconditional AHPRA registration where applicable and/or eligibility for membership of the appropriate professional organisation.

Strong understanding of adult community mental health services with minimum of three years (ideal five years) post qualification.

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).

Note:

This is a temporary position available for 11 months.

Contact Officer: Zoe Pope 0466 382 090 Zoe.Pope@act.gov.au

Pathology

Customer Services

Customer Services Receptionist

Technical Officer Level 1 \$59,329 - \$62,203, Canberra (PN: 46276, several)

Gazetted: 01 October 2020

Closing Date: 15 October 2020

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Overview of the Work Area and Position

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

Customer Services is a department of ACT Pathology providing contact between patients, clinicians and the pathology service. Customer Services is responsible for the operation of seven collection centres across the Canberra region and provision of hospital ward services for Canberra Hospital, Calvary Public Hospital Bruce and National Capital Private Hospital and a home visit program for those patients too frail to attend a collection centre. Under the direction of the Customer Services Manager, the successful applicant will be required to perform reception duties, data enter patient episodes into the laboratory information system, maintain stock, attend phone calls, and liaise with patients and clinicians.

Customer Services routinely operates Monday through to Saturday within the span of hours 7am to 530pm, however there are occasions to work outside of routine days due to public holidays and operational requirements. There are currently seven collection centres, across the ACT, where staff are required to be available to work from.

Eligibility/Other Requirements:

Desirable:

Prior experience in working in Pathology.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check

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

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

Note:

There are several permanent and temporary full-time and part-time roles available from this process.

Contact Officer: Louise Hyndes (02) 5124 2932 Louise.N.Hyndes@act.gov.au

Rehabilitation, Aged and Community Services

Customer Service Officer

Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 12051, several)

Gazetted: 01 October 2020

Closing Date: 9 October 2020

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Overview of the Work Area and Position

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary Rehabilitation, Aged and Community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and the University of Canberra Hospital.

Working across multiple sites the RACS Administration team is responsible for effective and efficient delivery of administrative support to both internal and external clients to support the delivery of high quality customer service and patient care.

Staff within these roles may be required to work at any one of these sites and will be required to rotate across locations for various lengths of time to meet work demands and gain experience across settings.

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Desirable:

Driver's licence

Note:

Staff may also be required to work weekends and outside of normal business hours.

Contact Officer: Paige Lancsar (02) 5124 8303 paige.lancsar@act.gov.au

Women, Youth and Children

Maternity and Gynaecology Outpatient Services

Gynaecology Nurse and/or Midwife

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 22247)

Gazetted: 02 October 2020

Closing Date: 21 October 2020

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

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

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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.

Five 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:

A unique and exciting opportunity has arisen for a suitably experienced registered nurse to work within a dynamic and evolving Women's Health Unit at the Centenary Hospital for Women and Children in the field of Gynaecology. The Gynaecology Nurse/Midwife will coordinate and provide an innovative evidenced based health program for women experiencing gynaecological complications, by contributing to clinical practice guideline development, clinical service provision, education, research and ongoing management and development of the service.

The position involves working weekdays in the gynaecology outpatient department and consulting or providing education in other outpatient, inpatient and community locations as needed. This role functions as part of the multidisciplinary team for gynaecological conditions and services the people of ACT and surrounding regions. This role may also involve antenatal care in an outpatient setting.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Evidence of post graduate study or qualifications, with research or clinical audit experience.

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).

Contact Officer: Julianne Nissen (02) 5124 7368 Julianne.Nissen@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Rehabilitation and Specialty Mental Health Services

Adult Mental Health Day Service Health Professional

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 40170)

Gazetted: 01 October 2020

Closing Date: 19 October 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:

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

The Adult Mental Health Day Service (AMHDS) is a specialist team within MHJHADS that delivers effective evidence-based and recovery-focussed interventions to people living in the community to help enhance their quality of life and/or improve their functional status. The AMHDS offers a variety of programs, including a number of group-based interventions and other specialist services that target people who are living in the community and who are experiencing moderate to severe mental health conditions. The team aims to provide collaborative care involving the person, their families/carers and community support services.

The AMHDS is located at the University of Canberra Hospital.

Eligibility/Other Requirements:

Mandatory:

For Occupational Therapy:

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

Be eligible for professional membership of Occupational Therapy Australia

Have a minimum of three years (ideal five years) experience post qualification.

For Psychology:

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

Have a minimum of three years (ideal five years) experience post qualification.

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

For Social Work:

Hold a degree in Social Work

Be eligible for membership of the Australian Association of Social Workers

Be registered under the *Working with Vulnerable People Act 2011*

Have a minimum of three years (ideal five years) experience post qualification.

Other Requirements:

Hold a current driver's license.

Highly Desirable:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Comply with CHS credentialing requirements for allied health.

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

Note:

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

Contact Officer: Bronwyn Thomson (02) 5124 0150 bronwyne.thomson@act.gov.au

Clinical Service

Women, Youth and Children

Women, Youth, and Children Community Health Programs

Health Professional

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 24119)

Gazetted: 01 October 2020

Closing Date: 20 October 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

Women, Youth and Children Community Health Programs deliver 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 ACT Women's Health Service (WHS) provides interprofessional and holistic nursing, medical and counselling services to vulnerable women who experience significant barriers to accessing health care due to, for example, the impact of violence, financial hardship, language or cultural differences, disability, sexuality, gender identity, mental health or substance use. The service seeks to provide trauma informed care to women accessing the service.

In this role you will work collaboratively within the interprofessional team and with other relevant services, to promote a holistic response to addressing the needs of women to improve health and wellbeing outcomes. At this level it is expected that you will provide, under limited supervision, a high level of skilled intake, clinical assessment and therapeutic intervention to women across a range of clinical areas, including individual and group work.

The person we are seeking will have a commitment to working within an inter-professional environment and an understanding of delivering services to women from a feminist perspective.

Eligibility/Other Requirements:

This position is a protected position and is open to women only as CHS, consistent with *section 34(2)(i) of the Discrimination Act 1991*, considers that it is a genuine occupational qualification for a woman to be employed in this position to most effectively lead the counselling service.

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*.

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

For Psychology:

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

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

Highly Desirable:

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

For Counselling:

Eligible qualification pathways:

Pathway 1

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

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

AND

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

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

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

OR

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.

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police check.

Note: This is a temporary part time position available for a period of six months with the possibility of permanency. This part-time position is available at 28.24 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Andreea Ardeleanu (02) 5124 1787 andreea.ardeleanu@act.gov.au

Acute Allied Health Services

Rehabilitation, Aged and Community Care

Health Professional Level 1 - New Graduate Speech Pathologist 2021

Health Professional Level 1 \$62,823 - \$82,307, Canberra (PN: 01123, several)

Gazetted: 06 October 2020

Closing Date: 22 October 2020

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Overview of the work area and position:

Canberra Health Services Speech Pathology provides a range of services to individuals with swallowing and communication disorders. This includes acute and rehabilitation services to eligible inpatients and outpatients of the Canberra Hospital and University of Canberra Hospitals.

Speech Pathology delivers excellent clinical services and teaching programs. We have a commitment to innovation and quality improvement and deliver clinical education programs to staff and students.

The 2021 rotational new graduate Speech Pathology positions provide an opportunity to develop skills in working with adult neurological caseloads across both acute and rehabilitation settings and contribute to an active teaching and quality improvement program with strong professional support. The successful applicants will complete six-month rotations with both the acute services team at the Canberra Hospital and the rehabilitation and aged care team at the University of Canberra Hospital.

Eligibility/Other Requirements:

Mandatory:

A degree in Speech Pathology from a recognised tertiary institution (Speech Pathology students completing their studies in Semester 2, 2020 are eligible to apply for these new graduate positions)

Eligibility for practicing membership of Speech Pathology Australia.

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

Desirable:

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note:

These are temporary position available for 12 months. Potential applicants are encouraged to contact the Contact Officer before applying for these positions.

Contact Officer: Timothy Tooke (02) 5124 2193 Timothy.Tooke@act.gov.au

Finance and Business Intelligence

Patient Accounts

Billing and Debt Recovery Officer

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 02247, several)

Gazetted: 07 October 2020

Closing Date: 21 October 2020

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Overview of the work area and position

The position will provide high-level support to the Patient Accounts, Patient Billing and Debt Recovery team and be required to have a high level of skills in time management, data integrity, customer focused communication and the ability to work independently and as part of a team to resolve debt owed to the Canberra Health Services Directorate.

The successful applicant will be required to communicate, negotiate, and liaise with a range of internal and external stakeholders including, but not limited to patients, insurance companies, solicitors, employers, outpatient clinics and debtors. They will also be required to screen incoming phone calls and correspondence, support the revenue data team, provide debt recovery and invoicing functions, and provide administration assistance as necessary. Applicants will need to be enthusiastic and have excellent interpersonal skills, have a strong willingness to learn and understand billing in a public health environment and have experience in the use of hospital based IT system such as the ACT Patient Administration System (ACTPAS).

Eligibility/Other Requirements

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Leo De Boer (02) 5124 9050 leo.deboer@act.gov.au

Pathology

Specimen Reception

Phone Line and Specimen Data Entry Operator

Technical Officer Level 1 \$59,329 - \$62,203, Canberra (PN: 23205)

Gazetted: 06 October 2020

Closing Date: 20 October 2020

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Overview of the work area and position

ACT Pathology is a division of the Canberra Hospital and 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 Specimen Reception Department within ACT Pathology is responsible for accurate and efficient entry of pathology requests, preparation and dispatch of patient samples and clinical trial samples, receipt, and entry of referred test results and distribution of pathology results via telephone enquiries.

Under the direction of Specimen Reception Manager, the Results Line and Specimen Entry Operators play a key role maintaining processes and procedures and are predominantly responsible for the registration of specimens into the laboratory interface system (LIS), distributing these specimens within the required laboratory areas and answering phone queries regarding pathology samples or results. The role will require participation in a 24 hour/7day roster.

Eligibility/Other Requirements

Desirable:

Previous experience working with a telephone enquiry service and in the use of Pathology computer systems.

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) relating to assessment, screening and vaccination processes against specified infectious diseases.

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

Contact Officer: Christopher Burton (02) 5124 3992 chris.burton@act.gov.au

Calvary Laboratory

Pathology

Team Leader

Technical Officer Level 2 \$64,220 - \$73,540, Canberra (PN: 38738)

Gazetted: 06 October 2020

Closing Date: 23 October 2020

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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

ACT Pathology is a division of the Canberra Health Service offering a diagnostic Pathology service to the ACT and surrounding region.

The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and branch laboratory is located at the Calvary

Hospital. The successful applicant will be based in the Calvary laboratory specimen reception area and under broad direction from the senior management team will be responsible for the supervision of administrative and technical support services of the Specimen Reception Area of the laboratory.

Eligibility/Other Requirements

Mandatory:

An associate diploma and/or Bachelor of Medical Laboratory Science or equivalent.

Desirable:

Tertiary qualifications in Medical Science and eligibility for membership of the appropriate professional organisation.

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: Mary Brun (02) 5124 3701 mary.brun@act.gov.au

Ward 9B

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 25636)

Gazetted: 07 October 2020

Closing Date: 21 October 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:

Ward 9B is a 29 bed inpatient unit delivering patient centred care to those requiring the services of Neurosurgery.

The Clinical Nurse Consultant (CNC) Ward 9B is responsible for:

the day to day operational management of services within the ward including the management of nursing workloads/models of care and patient flow both internal and external to the ward,

to provide expert clinical leadership and management within a nursing and multidisciplinary team,

to embed and maintain the National Safety and Quality Health Service Standards (NSQHSS) at a ward level,

to develop and maintain collaborative partnerships with internal and external stakeholders to facilitate timely and appropriate patient flow.

Under broad direction, you will play a key role in providing day to day recruitment, human resource and contract management across ACT Health. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment.

Eligibility/Other Requirements:

Mandatory:

Registered or is eligible for registration as a Registered Nurse 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.

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).

Contact Officer: Tania Lawrence 0478 404 894 Tania.Lawrence@act.gov.au

Office of the Chief Operating Officer

Executive

Executive Assistant

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 48385)

Gazetted: 07 October 2020

Closing Date: 23 October 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.

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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:

Located on the Canberra Hospital campus, the Office of the Chief Operating Officer will provide strategic support to the Chief Operating Officer, undertake high level coordination, liaison, research and reporting and provision of advice on specific issues. The Office currently consists of a Business Manager, Executive Officer and Executive Assistant.

The Executive Assistant position reports to the Chief Operating Officer through the Business Manager. The role also works closely with the senior leadership team, including the Clinical Executive Directors across Canberra Health Services.

Under broad direction, the Executive Assistant will play a key role by providing high level administrative and diary support to the Chief Operating Officer.

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 for a period of 12 months.

Contact Officer: Liza Marando (02) 5124 8688 liza.marando@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Forensic Mental Health Service, Justice Health Services

Clinical Team Leader

Health Professional Level 4 \$108,926 - \$117,249, Canberra (PN: 17951)

Gazetted: 07 October 2020

Closing Date: 23 October 2020

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Overview of the work area and position:

Forensic Mental Health Services (FMHS) is a unit of Justice Health Services which is responsible for the delivery of high quality mental health care to mental health clients who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system.

FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community liaison, and court settings. The care provided is underpinned by the National Principles for Forensic Mental Health Services. The service aims to provide collaborative care guided by principles of Recovery and involving the consumer, their carers and other key services.

FMHS is one united service with three distinguishable yet integrated service components as follows:

FMHS Forensic Consultation and Intervention Service (FoCIS) including:

Fixated and Lone Actor Grievance fuelled violence assessment centre (ACT FLAG)

FMHS Mental Health Court Assessment and Liaison Service (MHCALS)

FMHS Custodial Mental Health (CMH) including:

CMH – Child and Adolescent at Bimberi Youth Justice Centre (CMH- CA)

CMH – Adult at the Alexander Maconochie Centre (CMH – A)

As Clinical Team Leader of the Forensic Mental Health community-based services (FoCIS, FLAG, and MHCALS), you will be expected to oversee the provision of high quality, specialist forensic mental health assessments to third parties including community mental health teams, inpatient mental health services, ACT Police, and the ACT law courts. You will be required to provide clinical guidance and oversight to a team of clinical staff made up of allied health and nursing professionals and provide clinical governance in respect to clinical service provision. You will also be expected to liaise effectively with partner agencies and complete a range of administrative tasks and human resource management including rostering, chairing team meetings, and performance management. You will report to the Senior Manager, Forensic Mental Health Services, and will support them via participating in quality improvement activities and other service development processes.

Eligibility/Other Requirements:

Mandatory:

Social Work:

Degree in Social Work

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

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

Occupational Therapy:

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

Psychology:

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

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

All professions:

Minimum five years' post-qualification experience.

Training and experience in administering structured risk assessment tools (e.g., HCR-20)

Desirable:

Experience of working in public mental health or a related field

Postgraduate qualification in Forensic Mental Health

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with CHS credentialing requirements for allied health.

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

Note:

This is a temporary position available for 10 months with the possibility of extension.

Contact Officer: Gillian Sharp (02) 5124 1813 gillian.sharp@act.gov.au

Nursing and Midwifery and Patient Support Services

Central Equipment and Courier Service

Equipment and Courier Officer

Health Service Officer Level 3 \$52,460 - \$54,165, Canberra (PN: 42223, several)

Gazetted: 02 October 2020

Closing Date: 16 October 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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CHS administers a range publicly funded health facilities, programs and services including but not limited to:

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

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

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

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

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

Overview of the work area and position:

The Central Equipment and Courier Service (CECS) is a small team responsible for the distribution, maintenance, and record management of various forms of clinical equipment, as well as couriating Pathology specimens and blood products, Pharmaceutical medications and Clinical Records across the Canberra Hospital and Health Services campus.

Under the direction of the CECS Team Leaders and/or Manager the Health Service Officers will work closely with a dedicated and skilled team to deliver a safe, efficient and effective service for inpatients and associated clients at The Canberra Hospital.

The Ward Services Team Charter includes that every day we will;

communicate in a polite, clear, honest and open way being respectful of our clients and one another

use good body language and listen attentively to our clients and one another

respect each other's opinions and personal values

seek to understand each other by being non-judgemental, compromising and asking questions considerately when seeking clarification

cooperate to improve client outcomes by creating a caring environment for all treating others the way we wish to be treated and sharing our experiences and skills

take responsibility for our actions, take pride in our work and trust each other to do the same

acknowledge our work colleagues and offer assistance while working toward a common goal

Eligibility/Other Requirements:

Mandatory

Work across multiple CHS locations.

Highly Desirable

Experience working in a hospital setting,

Knowledge of couriering blood products and medications,

Knowledge of manual handling and infection control principles.

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

Note:

These positions are part-time at 22.5 hours per week and the full-time salary noted above will be pro-rata.

Selection may be based on application and referee reports only. These positions will be required to work a rotating roster including evening, weekend and public holiday shift work.

Contact Officer: Neil Howlett (02) 5124 5217 neil.howlett@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Adult Acute Mental Health Service

Registered Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 22497, several)

Gazetted: 06 October 2020

Closing Date: 22 October 2020

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Overview of the work area and position:

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

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

Adult Acute Mental Health Services.

Adult Community Mental Health Services.

Alcohol and Drug Services.

Child and Adolescent Mental Health Services (CAMHS).

Justice Health Services; and

Rehabilitation and Specialty Mental Health Services.

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

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

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

Eligibility/Other Requirements

Mandatory:

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

Minimum 24 months recent nursing experience in a mental health facility.

Desirable:

Post Graduate Qualification in Mental Health Nursing.

Clinical leadership experience.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

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

Note:

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

Contact Officer: Shaun Bayliss (02) 5124 5452 shaun.bayliss@act.gov.au

Clinical Services

Women, Youth and Children

Neonatology

Clinical Development Nurse Neonatology

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 22534)

Gazetted: 06 October 2020

Closing Date: 20 October 2020

Details: About us

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

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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 Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service, and NICU Growth and Development Clinic. NICU and SCN have 28 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment.

Together with a small team of Clinical Development Nurses you will support nursing staff in both NICU and SCN to achieve excellence in clinical practice, standards of care and improved outcomes throughout the patient journey. CDN support and education will be provided across morning and evening shifts, seven days a week.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Post-graduate qualifications in Neonatal Nursing,

Certificate IV Workplace Assessment.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note:

This is a permanent part-time position at 32 hours per week and the full-time salary noted above will be pro-rata.

This Neonatology Clinical Development Nurse position will be required to work across both NICU and SCN areas.

Contact Officer: Kerry Pope (02) 5124 7309 kerry.pope@act.gov.au

Nursing and Midwifery and Patient Support Services

Nursing Administration

Clinical Development Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 32303)

Gazetted: 06 October 2020

Closing Date: 20 October 2020

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Overview of the Work Area and Position

The Nursing and Midwifery and Patient Support Services (NMPSS), Clinical Development Nurse (CDN) works as part of the Nursing and Midwifery Resource Office (NMRO) team. The CDN will be responsible for the education and support of relief pool nurses, casual nurses and Assistants in Nursing (AIN's). The CDN will provide and promote education, feedback, reflective practice and innovative change to facilitate excellent and safe patient care.

Eligibility/Other Requirements

Mandatory:

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

Desirable:

Postgraduate qualifications (or working towards) in healthcare, education or equivalent.

Experience in a healthcare facility.

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).

Contact Officer: Jenny Hegarty (02) 5124 2915 Jenny.Hegarty@act.gov.au

Office of the Chief Executive

Strategy, Policy and Planning

Government Relations

Government Liaison Officer (Cabinet and Assembly)

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 46519)

Gazetted: 07 October 2020

Closing Date: 28 October 2020

Details: About us

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Overview of the work area and position

Very few teams can say they are responsible for helping set the future direction of a large organisation. The Strategy, Policy and Planning Division is one of the few teams that can. The Division leads and supports the development and implementation of organisation wide strategy and related projects. The division includes the Policy and Planning, Risk, Insurance and Medico-Legal Liaison, Government Relations, Communications and Engagement and Territory Wide Surgical Services areas. A great team with terrific opportunities to work on challenging and complex issues – all of which matter to our local community.

The Government Relations team provides operational and strategic support to the health Ministers' Offices, the Chief Executive Officer and CHS team members on ministerial and government business including matters relating to Cabinet, the ACT Legislative Assembly, intergovernmental and ministerial requests. We are a small, supportive

and dedicated team known for our service culture that is in line with our values; Reliable, Progressive, Respectful and Kind.

As our Government Liaison Officer, you will be located at Canberra Hospital and report to the Assistant Director, Government Relations. Your role will be to support our CHS team members with Cabinet and Assembly matters. This will require you to be highly responsive, meet tight deadlines and demonstrate a high degree of sensitivity and confidentiality.

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Desirable:

Experience and understanding of Cabinet, Assembly and machinery of government processes.

Experience using HPE Content Manager (TRIM).

Note: This is a temporary position available from January 2021 for a period of five months.

Contact Officer: Karen Pearson (02) 5124 9524 karen.pearson@act.gov.au

Clinical Services

Cancer Ambulatory Support

Walk in Centres

Transition to Advance Practice Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 44557, several)

Gazetted: 07 October 2020

Closing Date: 21 October 2020

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Overview of the work area and position

The Walk in Centre's (WiC) are a primary health service with Advance Practice Nurses (APN) and Nurse Practitioners (NP) that provide episodic care for minor injury and illness to the ACT community and surrounds.

Advanced Practice Nurses provide care to clients, using advanced clinical assessment skills supported by protocols, medication standing orders and clinical decision making.

Registered Nurse Level 2's will have the opportunity to participate in a six months transition to practice program, under the mentorship of Advanced Practice Nurses, to develop and assist the RN Level 2 into the Transition to Advanced Practice nurse role within the WiC. The RN Level 2 will work alongside APN's and NP's completing work as directed, such as dressings, plastering and simple wound closure. Competencies will need to be completed during the initial three month timeframe with progression to autonomous assessments within a three month time frame. The subsequent three months of the six months transition program is to consolidate learnings, with ongoing access to mentors and improve on skill.

Eligibility/Other Requirements:

Mandatory:

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

Minimum of five years post graduate nursing experience.

Ability to work across all ACT Walk-in Centres, as directed.

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

Desirable:

Primary health assessment experience.

Tertiary level qualification OR Post Graduate course work or study.

Note:

These are temporary positions available for a period of six months. 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: Anne Douglas 0466474468 anne.douglas@act.gov.au

Women, Youth and Children

Women, Youth and Children Community Health Program

Health Professional

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 23970)

Gazetted: 06 October 2020

Closing Date: 20 October 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

Women, Youth and Children Community Health Programs deliver 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 ACT Women's Health Service (WHS) provides interprofessional and holistic nursing, medical and counselling services to vulnerable women who experience significant barriers to accessing health care due to, for example, the impact of violence, financial hardship, language or cultural differences, disability, sexuality, gender identity, mental health or substance use. The service seeks to provide trauma informed care to women accessing the service.

In this role you will work collaboratively within the interprofessional team and with other relevant services, to promote a holistic response to addressing the needs of women to improve health and wellbeing outcomes. At this level it is expected that you will provide, under limited supervision, a high level of skilled intake, clinical assessment and therapeutic intervention to women across a range of clinical areas, including individual and group work.

The person we are seeking will have a commitment to working within an inter-professional environment and an understanding of delivering services to women from a feminist perspective.

Eligibility/Other Requirements:

Mandatory:

This position is a protected position and is open to women only as CHS, consistent with *section 34(2)(i) of the Discrimination Act 1991*, considers that it is a genuine occupational qualification for a woman to be employed in this position to most effectively lead the counselling service.

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*.

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

For Psychology:

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

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

Highly Desirable:

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

For Counselling:

Eligible qualification pathways:

Pathway 1

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

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

AND

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

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

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

OR

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.

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police check

Note:

This is a part-time permanent position available at 28.24 hours per week and the full-time salary noted above will be paid pro-rata. A Mental Health Psychologist allowance may be available for suitably qualified applicants, *as per Annex C of the [Health Professional Enterprise Agreement 2018-2021](#)*.

Contact Officer: Andreea Ardeleanu (02) 6205 1449 andreea.ardeleanu@act.gov.au

Division of Medicine

Cardiology

Cardiac Sonographer

Medical Imaging Level 4 \$119,817 (up to \$128,973 on achieving a personal upgrade), Canberra (PN: 32444)

Gazetted: 06 October 2020

Closing Date: 22 October 2020

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

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

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

Overview of the Work Area and Position

The Cardiology department is a busy environment which services inpatients and outpatients for numerous cardiac procedures. An exciting opportunity exists for an experienced senior cardiac sonographer to become a part of a busy team. Under broad direction from the senior cardiac physiologist/cardiac sonographer, you will provide a key role in the day to day management of the echocardiography department. This position requires a high level of subject matter expertise and the ability to work autonomously to provide complex and critical echocardiographic service delivery. The role includes the development and provision of education and training for staff and students and requires participation in and contribution to continual professional development of the Cardiac Sonographer group.

Eligibility/Other Requirements:

Mandatory:

Strong organisation and communication skills.

Demonstrated ability to work effectively both independently and as a member of a multi-disciplinary team.

Bachelor of Science Applied science.

Graduate Diploma in Medical Ultrasound (Cardiac).

Accreditation with the Australasian Sonographer Accreditation Registry (ASAR).

Be registered under the Working for Vulnerable People Act.

Desirable:

Minimum of five years post-qualification experience

Be eligible for memberships with Professionals in Cardiac Science Australia (PiCSA) and the Australian Council for Clinical Physiologists (ACCP).

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).

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

Chief Operating Officer Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Psychologist

Health Professional Level 2 \$66,988 - \$91,962, Canberra (PN: 41045)

Gazetted: 07 October 2020

Closing Date: 26 October 2020

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

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

Overview of the work area and position

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

The Division delivers services at several 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

Justice Health Services

Child and Adolescent Mental Health Services (CAMHS)

Rehabilitation and Specialty Mental Health Services

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

The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016.

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

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

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

At this level it is expected that you will be able to provide high quality psychological assessments and interventions to complex mental health consumers under the supervision of an HP level 3 psychologist. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to students and staff at Health Professional Level 1 and support the Therapy Manager in service development processes

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

The position is supported by a cohesive multi-disciplinary team of Nurses, Occupational Therapist, Social Worker, Allied Health Assistants, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements

Mandatory:

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

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

Desirable:

Experience in public mental health and/or a psychiatric inpatient setting.

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU) relating to assessment, screening, and vaccination processes against specified infectious diseases.

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for Allied Health Professionals

Note: Part-time hours will be considered, and the full-time salary noted above will be paid pro-rata.

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

Contact Officer: Camille Falkiner (02) 51241838 camille.falkiner@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

HAART Registered Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 41611)

Gazetted: 06 October 2020

Closing Date: 22 October 2020

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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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

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Justice Health Services

Rehabilitation and Specialty Mental Health Services

This exciting opportunity is based with Home Assessment and Acute Response Team (HAART) a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). The ACMHS provide services for people aged over 18 years and has a strong focus on the provision of timely and effective mental health interventions. The

program is in the final stages of implementing a new model of care which will improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to: Increase standardisation of procedures, processes and practices to promote more internal consistency in service delivery and best practice interventions

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

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

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

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

The successful applicant will be required to work as a member of the multidisciplinary team providing assessment and management of people experiencing mental illness. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes.

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

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

Eligibility/Other Requirements:

Mandatory:

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

Hold a current driver's licence.

Desirable:

Post Graduate qualifications in Mental Health Nursing or working towards.

Previous working clinical working experience with clients with mental health needs and or drug and alcohol needs.

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).

Contact Officer: Peter Sheils (02) 5124 2212 Peter.J.Sheils@act.gov.au

Canberra Institute of Technology

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

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

Education and Training Services

CIT Trade Skills

CIT Electrical Trades

Electrical Trades Teacher

Teacher Level 1 \$76,460 - \$102,020, Canberra (PN: 19293, several)

Gazetted: 01 October 2020

Closing Date: 15 October 2020

Details: Canberra Institute of Technology (CIT) is seeking full-time teachers within the Trade Skills Electrical Trades Department at its Fyshwick Campus. The person/s will need a strong background in the Electrical Trades (Electrical, PV solar, Refrigeration, Air Conditioning or Electronics) industry, hold relevant licences and qualifications.

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: Knowledge of the Electrical Trades Licencing regulations and requirements, along with a high level of computer literacy is desirable. Dual areas of Electrical Trades qualifications would be an advantage

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

Note: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021, sub-Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must: hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent); where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (Enterprise Trainer – Presenting Skill Set and/or Enterprise Trainer – Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set); and complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person.

All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent). Industry Experience In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021. All employees at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

Appropriate Industry competencies demonstrated by the following qualifications: Certificate III in Electro Technology - Electrical, Electronic or equivalent; Certificate III in Refrigeration & Air Conditioning - or equivalent; possess or able to obtain 1. ARCTick - Refrigerant handling licence 2. Full or restricted (Disconnect or Re-connect) electrical licence. Dual Qualifications would be an advantage, including post trade training in Solar PV and/or Battery storage.

How to Apply: All applicants are required to provide a written response to the Selection Criteria and provide a current resume.

Applications should be submitted via the Apply Now button below.

Contact Officer: Josephine Whitfield (02) 6207 3218 Josephine.Whitfield@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Shared Services

Executive Branch Manager, Customer Engagement Services Branch

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E328)

Gazetted: 8 October 2020

Closing Date: 22 October 2020

Details: Shared Services ICT (SSICT) provides a comprehensive range of ICT and allied services to all ACT Government directorates, ACT Government schools, and the Canberra Institute of Technology. It delivers a modern ICT environment including cloud provision, data centres and an extensive optical-fibre voice and data network backed with high quality server and desktop support. SSICT also provides ICT project management, application development, and teams of staff co-located in directorate locations, providing contextual advice and guidance as well as business system support services.

To be a strong contender for this important role you will need to be an outstanding leader with a strong track record of achievement. You will be innovative in your approach, possess high order stakeholder management skills, and have an outstanding customer service focus and the ability to present practical solutions. You will have

exceptional interpersonal, communication and representational skills complemented by sound judgement, intellectual rigour and an ability to operate in a complex and dynamic environment.

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

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

How to Apply: Applicants are requested to submit an application of no more than 3 pages providing details of their relevant experience and skills, with consideration of the executive capabilities, relating to the responsibilities outlined above, a copy of current curriculum vitae and the name and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Graham Tanton (02) 6207 5757 graham.tanton@act.gov.au

Construction, Utilities and Environment Protection

Utilities Technical Regulation

Engineer

Technical Officer Level 4 \$86,547 - \$99,051, Canberra (PN: 38139)

Gazetted: 06 October 2020

Closing Date: 20 October 2020

Details: Utilities Technical Regulation (UTR) supports the Technical Regulator through provision of advice on a broad range of issues related to the technical regulation of licensed and unlicensed utilities. This ensures that essential services such as electricity, gas and water are delivered to the ACT community in a safe and reliable way. Further information on UTR is available at

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/2203/~utilities-technical-regulation.

In a dynamic and rapidly changing environment, particularly within the energy sector and with the delivery of light rail, UTR is currently engaged in a range of exciting regulatory and policy initiatives. This creates an opportunity for an engineer within the team.

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: For appointment as an electrical engineer, an electrical engineering degree or demonstrably relevant engineering degree.

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

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

How to Apply: Please submit a written application of no more than two pages, responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Simon Grice (02) 6205 3078 simon.grice@act.gov.au

Workplace Safety and Industrial Relations Group

Regulatory Policy Team

Director

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 31028)

Gazetted: 01 October 2020

Closing Date: 22 October 2020

Details: The Regulatory Policy Team is seeking a senior officer to fill the Director, Workplace Health and Safety and Workplace Relations role in the team. If you are interested in leading WHS reforms in the Territory and improving workplace relations for Territory workers and employers and can demonstrate experience, initiative and leadership in legislative policy reforms then this position will be a fantastic opportunity for the successful applicant.

The Regulatory Policy Team, within the Workplace Safety and Industrial Relations Group, is a small team responsible for legislative policy development and implementation in relation to work health and safety, injury management and workplace laws in the Territory.

The successful candidate for this role will support the Senior Director in the team and lead the development of legislative policy outcomes that deliver the Government's priorities and national commitments in improving workplace safety and workplace relations. As a small team, the Director's role may also involve working on injury management legislation to support the team's workload. The successful candidate will be required to demonstrate the ability to lead often complex and technical legislative projects.

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

Eligibility/Other Requirements: Applicants with tertiary qualifications in law, economics and/or public policy and experience in workplace safety and industrial relations will be highly regarded.

Note: Selection may be based on application and referee reports only. A merit pool will be established from this selection process to fill future identical vacancies over the next 12 months. Our workforce is currently working from home wherever possible, these arrangements will apply to this position. The successful candidate will be provided with information on how to work safely from home. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a two-page pitch setting out your experience, skills and qualifications against the required capabilities for the role, along with the contact details of two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ellen Lukins (02) 6205 3874 ellen.lukins@act.gov.au

Revenue Management Division

Policy and Objections

Director/Assistant Director - Policy and Objections

Senior Officer Grade C/Senior Officer Grade B \$108,926 - \$144,418, Canberra (PN: 01419, several)

Gazetted: 02 October 2020

Closing Date: 15 October 2020

Details: The ACT Revenue Office is seeking enthusiastic and experienced individuals for prospective Director/Assistant Director vacancies over the next six months in our Policy and Objections Team.

Do you have good judgment, well developed interpersonal, time management skills and an eye for detail? If so, there could be the role for you. The successful applicant/s will contribute to the outcome of objections and appeals on tax matters and to participate in research, policy and legislative development. To succeed, you will have the ability to interpret and advise on legislation, undertake critical analysis and exercise flexibility, tact and discretion. At least one of the prospective roles is a leadership position, involving the supervision of staff and helping drive the strategic direction of the Revenue Office.

Eligibility/Other Requirements: Relevant tertiary qualification (e.g. Law, Economics) highly desirable.

Note: These are temporary positions available for six months with the possibility of extension up to 12 months and/or permanency. A merit pool may 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. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

How to Apply: Please apply with your curriculum vitae and a two-page supporting statement showing your capabilities against the selection criteria, along with contact details of at least two referees.

Contact Officer: Brett Wilesmith (02) 6205 0202 Brett.Wilesmith@act.gov.au

Shared Services

Partnership Services

Senior Director Performance, Governance and Service Delivery

Senior Officer Grade A \$148,991, Canberra (PN: 49268)

Gazetted: 01 October 2020

Closing Date: 15 October 2020

Details: Do you have a passion for understanding what drives business performance? Do you want an opportunity to develop your strategic thinking and capability?

Partnership Services in Shared Services is looking for an exceptional candidate to fill an exciting new senior role. In this role you will be required to have an understanding of the service offerings across the Commercial Services and Infrastructure Group which provides a range of support services to the 24,000 employees of the ACT Government ranging from computers to insurance!

You will need to be able to document and describe these services for various audiences and understand what ACT Government employees including the Senior Executive of the ACT Government expect to see in terms of service delivery and performance. You will play a vital role in presenting information and supporting various governance and review committees. Your written communication skills will need to be excellent and an aptitude test for language comprehension and writing will be part of the selection process. You will also need to be one of those rare individuals who writes well but can also interpret and understand metrics in relation to performance monitoring.

This role would suit a career minded individual looking to move into an executive role in the future as it will provide the opportunity to develop strategic thinking and business acumen.

Eligibility/Other Requirements: Highly developed written, oral and presentational skills are essential.

Note: This is a temporary position available for up to 12 months with the possibility of permanency. Applicants should be aware that an aptitude test for language comprehension and writing will be part of the selection process.

How to Apply: In two pages or less, tell us why you are the best candidate for the role of Senior Director, Performance, Governance and Service Delivery addressing the Skills, Knowledge and Behavioural Capabilities outlined in the Position Description, together with a copy of your current curriculum vitae and the names of two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Claire Harper (02) 6205 4254 claire.harper@act.gov.au

Commercial services and infrastructure group

ACT Property Group

Estate and Procurement Management

Procurement and Contracts Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 21850)

Gazetted: 02 October 2020

Closing Date: 16 October 2020

Details: Do you have experience in procurement? Would you like to join a small team that performs the role of Panel Manager? Would you like a challenge that will bring together your coordination skills and your interest in procurement and contract management? This job could be for you!

ACT Property Group purchases a large volume of goods and services, including construction and trade services, for the maintenance, management and upgrade of ACT Government owned and managed properties. This role works within the organisation and team to ensure that procurements occur in a timely manner, in alignment with legislation and regulation and that staff in the organisation have the right skills, policies and processes in place. This team performs the role of Panel Manager for ACT Property Group managed panel contracts. This role is a blend of coordination and hands on procurement and contract management. 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 training and/or qualifications in procurement, contracting or property management are highly desirable. Hold or have the capacity to obtain White Card and Asbestos Awareness.
a current driver's licence.

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

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

Please submit the following:

A two-page pitch that tells the selection committee about your ability to perform the advertised role (Knowledge, Experience, Skills, Behaviour) and why you are the best person for this role. The pitch should:

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

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

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

A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sylvia Webb (02) 6205 3350 sylvia.webb@act.gov.au

Shared Services ICT

Customer Engagement Services

Education ICT, Business Applications

Senior Business System Support Officer

Senior Information Technology Officer Grade C \$108,926 - \$117,249, Canberra (PN: 38757)

Gazetted: 07 October 2020

Closing Date: 16 October 2020

Details: Do you have strong knowledge of SQL Server, SharePoint and interactive websites? Can you work effectively with stakeholders and provide high level customer service within an ITIL framework? Are you driven to continually develop your technical skills in new and emerging technologies? Education ICT are seeking an energetic, results-driven person to fill the position of Senior Business System Support Officer. The successful applicant will provide high-level technical support, fault diagnosis and remediation, and life-cycle management of infrastructure technologies and business services.

Eligibility/Other Requirements: Knowledge of SQL Server, SharePoint, .NET and interactive websites.

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

How to Apply: If you are interested in this position, you should review the Position Description for details about the role and associated responsibilities and provide: a Curriculum Vitae, including the contact details of at least two referees; and a three page personal pitch, providing examples of your achievements and how they relate to this position and its requirements.

Contact Officer: Michael Bayliss (02) 6205 9451 Michael.Bayliss@act.gov.au

Executive Branch Manager, Communications and Engagement

Executive Level 1.1 \$207,171 - \$260,803 depending on current superannuation arrangements, Canberra (PN:

Executive Branch Manager, Communications and Engagement, various)

Gazetted: 02 October 2020

Closing Date: 25 October 2020

What you will do

The Communications and Engagement function within each directorate is critical to ensuring the Canberra community is well informed on government programs, policies and services, and is provided with meaningful opportunities to inform decision making.

The Executive Branch Manager is responsible for leading their directorate's professional Communications and Engagement (C&E) team to deliver high quality, efficient, effective and educated C&E outcomes and value add services across government and to the community. You will also collaborate with other C&E teams from other directorates to develop and deliver a range of program priorities and initiatives in support of achieving ACT government's overall strategic direction.

What we require

We are searching for accomplished Communications Executives who have extensive knowledge of contemporary communications and engagement practices and a deep understanding of the importance of applying an audience-first lens that is informed by research, insights and evaluation. You will be capable of delivering on organisation-wide strategic initiatives and your creative, outcomes-focused approach, your ability to analyse and find solutions to complex problems and the confidence to navigate a fast-paced and challenging environment with flexibility will allow you to thrive.

You will have been recognised as an exceptional and authentic senior leader, able to inspire high performing teams and have a strong relational approach. Your professional stakeholder management and collaborative influencing skills will enable you to succeed in this role by engaging and maintaining key strategic business partnerships.

Other information

There are numerous positions, available within different directorates within the ACTPS. These opportunities will be discussed in detail with successful candidates. In addition to their role within a directorate, ACTPS Communications and Engagement executives may also be called up to work on emergency communications in situations where a whole of government response is required, for example during critical situations impacting the city such as the COVID-19 Public Health Emergency or bushfire emergencies.

The positions are Canberra-based. The successful applicants will be engaged either under a performance-based short-term contract for a period of 12 months up to two years or a long-term contract for a period of up to five years. Prospective applicants should be aware that details of long-term engagements are tabled in the ACT Legislative Assembly.

Remuneration: These positions are equivalent to Senior Executive Band 1 roles in the Australian Public Service. Commonwealth employees can transfer leave and superannuation arrangements to the ACT Government upon employment. The remuneration is in line with the ACT Remuneration Tribunal Determinations at <https://www.remunerationtribunal.act.gov.au/determinations>. The positions attract a remuneration package ranging from \$207,171 - \$260,803 depending on current superannuation arrangements of the successful applicant. This includes a cash component from \$156,010 - \$195,520 depending on the classification of the position.

How to Apply:

Please submit your application online, via the “APPLY NOW” button below.

Please attach the following to your application:

Your Resume

Names and contact details of two professional referees

A written application of no more than two pages, providing evidence of your suitability for the role. Please refer to the Position Description for further details of what is required to succeed in the position. Include detailed examples from your experience and achievements, particularly where you have:

Initiated a communications or engagement strategy or program that significantly transformed the organisation’s outcomes;

Utilised your executive leadership skills to empower, develop and mentor a manager in your team to achieve success; and

Influenced an organisation-wide solution to a complex issue through a collaborative relationship with a key senior stakeholder.

Contact Officer: Anita Perkins (02) 6205 0035 anita.perkins@act.gov.au

Commercial services and infrastructure group

ACT Property Group

Estate and Procurement Management

Property Asset Manager

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 39703)

Gazetted: 07 October 2020

Closing Date: 20 October 2020

Details: Are you an experienced building or asset manager? Do you thrive on a forward focused approach to building and asset management? This could be the job for you! This role is suited to someone with a background in building or asset management and a commitment to ensure good management of government property. Working in a team you will assist with ensuring the building assets managed by ACT Property Group are managed well through the lifecycle. You will need to be able to see the big picture, forward plan and build a case for the required resources and priorities. The role may supervise other staff providing operational property

management, or focus on more strategic asset management. The team ensures that buildings are inspected, planned maintenance and inspection programs are in place and that reactive maintenance is managed effectively. The role also monitors unplanned maintenance activities and has an overarching view on the buildings operations. ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government. This position will be part of the estate and procurement management team which ensures improved delivery of services to customers and stakeholders. This position requires: •Hold or have the capacity to obtain White Card and Asbestos Awareness. •a current driver's licence (car) Qualification/s in property management, procurement, project management, building trades, commercial real estate and/or Asset Management are highly desirable. Membership or the ability to obtain membership with relevant professional organisation(s) is desirable. Selection method: Selection may be based on application and referee reports only ABW: This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Inclusivity: 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. Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit the following: 1.A two page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should: °Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities. °Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past. °Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role. 2.A current Resume/Curriculum Vitae (CV) including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and 3.Contact details of at least two referees.

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

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

Commercial Services and Infrastructure Group

ACT Property Group

Customer and Tenancy Management

Customer Relationship Manager

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 16985)

Gazetted: 07 October 2020

Closing Date: 30 October 2020

Details: Are you committed customer service professional, dedicated to delighting your customers? We could be looking for you!

ACT Property Group is a customer driven organisation. We provide accommodation, property maintenance and property upgrade services to ACT Government, community and commercial customers. This position and team are both vital to ensuring that we understand and deliver our services to meet or exceed customer expectations where possible. The person in this position assists in providing the first point of contact for a group of customers, providing a central account manager for property related activities and coordinating and liaising with other areas in ACT Property Group and Government. The position also provides day to day management of identified buildings under management or lease, liaison with building owners and advice on service improvements.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services

and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

This position will be part of the customer relations management team, ensuring improved delivery of services to customers and stakeholders.

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

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

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

Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

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

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

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

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

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

3. Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brianna Crowe (02) 6205 2368 Brianna.Crowe@act.gov.au

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

Commercial Services and Infrastructure Group

ACT Property Group

Corporate Governance

Assistant Director, Workplace Health and Safety

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 10962)

Gazetted: 06 October 2020

Closing Date: 20 October 2020

Details: Are you an expert work health and safety advisor? Do you see yourself providing advice to staff and contractors in the context of building, maintenance and construction? This may be the job for you!

The person in this role is our expert in work health and safety, providing guidance, advice, training and support for managers and staff on how to work safely and assess whether others are working in a safe manner. Ensuring that staff and contractors work in a safe manner and comply with work health and safety requirements is a high priority for ACT Property Group.

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

This position will be part of the corporate governance team, ensuring improved delivery of advice to customers and stakeholders.

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

Eligibility/Other Requirements:

Qualifications in Work Health and Safety (minimum Certificate IV).

Current driver's licence.

Experience in a construction or property management environment is desirable.

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

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

Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

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

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

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

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

A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark DaSilva (02) 6207 2832 mark.dasilva@act.gov.au

Access Canberra

Fair Trading and Compliance

Compliance Team

Inspector, Compliance Team

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 42503, several)

Gazetted: 06 October 2020

Closing Date: 14 October 2020

Details: Would you like to make a real difference in the community and contribute to a safer vibrant city? Sick of doing the same thing day in, day out? Like the mixture of working indoor/outdoor? Alrighty then! You won't be bored in this position, which offers up a new challenge every day!

The Compliance Team is looking for individuals with a passion for planning and conducting compliance activities. Successful applicants will join a dynamic and supportive team that regulates various pieces of legislation relating to gaming, liquor, security, controlled sports and fair trading (to name a few!). Successful applicants will be able to demonstrate their ability to engage, educate and enforce in line with Access Canberra's Compliance Framework. Successful applicants will be required to exercise powers and use a risk/harm-based regulation model to conduct inspections/investigations, both individually and as a team member.

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 driver's licence. A Certificate IV in Government (Investigations) or relevant experience in a regulatory environment is desirable but not essential. Willingness to conduct overtime activities as required.

Note: This process will establish an order of merit that will remain valid for up to 12 months. This will be used to fill any temporary or permanent vacancies that arise in that period.

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.

How to Apply: Please include a curriculum vitae, two completed referee reports and a two-page response detailing:

Your most relevant achievement in the last five years and how it relates to this position and its duties, and

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

Applications should be submitted via the Apply Now below

Contact Officer: Krista Brennan (02) 6205 5267 Krista.Brennan@act.gov.au

Shared Services

Partnership Services

Recruitment and Information Management Services

Recruitment Officer - Recruitment and Information Services

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 08271)

Gazetted: 06 October 2020

Closing Date: 13 October 2020

Details: The Recruitment and Information Services (R&IS) team are seeking applications from highly motivated, customer focused individuals who would relish the opportunity to deliver recruitment services across the ACT Public Service (ACTPS).

We are a fast paced and high volume area, often the first point of contact for people looking to work with the ACTPS which places us on the front line for attracting great people to the service.

The Recruitment Officer is responsible for: °Providing advice to directorate customers regarding recruitment matters, including procedures and policies/legislation; °Advertising positions using various platforms; °Overseeing the timely onboarding of successful applicants, including AFP and Visa checks; and °Relationship management of directorate customers and their employees. To be successful in this role you will have: °Demonstrated experience in a customer focused, administrative position. °Demonstrated resilience in working within a fast paced environment with competing priorities. °Competence in using a variety of business applications. °Attention to detail. °Excellent relationship management skills. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Experience in a recruitment, government administration or HR related position will be highly regarded.

Note: This is a temporary position available until April 2021. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months both on a temporary and permanent basis. Selection may be based on application and referee reports only.

How to Apply: Please submit a maximum two page application providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a current curriculum vitae including two referees.

Application must be sent to the Contact Officer

Contact Officer: Nici Oke (02) 6207 5993 Nici.Oke@act.gov.au

Treasury / Commercial Services and Infrastructure Group / Shared Services / SSICT

Technology Services Branch

Applications Service Delivery

Test Analyst

Information Technology Officer Class 2 \$86,547 - \$99,051, Canberra (PN: 14576)

Gazetted: 07 October 2020

Closing Date: 14 October 2020

Details: The Applications Service Delivery Team are seeking the services of an experienced Test Analyst. This role is responsible for executing tasks within the testing phases of operational and development activities including managed software deployments, large-scale upgrades of Standard Operating Environments (SOE) and coordination/facilitation of User Acceptance Testing (UAT) within expected timeframes. The role tasks include deployment of various software applications via a standardised software delivery method in a Microsoft Endpoint Manager and Configuration Manager environment, as well as initial launch, base functionality, and limited sociability testing.

The successful candidate will have the ability to effectively self-manage, and to plan and prioritise competing tasks while liaising with stakeholders and working collaboratively with team members and teams across the organisation.

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: An ACT Government CMTEDD Baseline Security Clearance or the ability to obtain one, is required for this position.

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

How to Apply: Please review the Position Description and respond to each of the six capabilities explaining experience and Skill/Knowledge level for each. The response to capabilities should not exceed two pages.

Applicants should also include a copy of their current curriculum vitae and current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stephen Cox (02) 6207 8789 stephen.cox@act.gov.au

Shared Services

Finance and Payroll

Finance - Reporting

Assistant Accountant

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 07408, several)

Gazetted: 07 October 2020

Closing Date: 14 October 2020

Details: The role involves assisting in the delivery of financial services, including taxation, financial analysis, and preparation of financial statements for several Directorates/Agencies. This position reports directly to an Assistant Director, Financial Services.

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 Degree with a major in Accounting or equivalent, or progress toward achievement of an Accounting Degree or equivalent, is highly desirable.

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

How to Apply: Potential candidates should submit a two page pitch supporting the Position Description, outlining experience and ability in the above areas, along with a current curriculum vitae with contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shakti Khem (02) 6207 6976 Shakti.Khem@act.gov.au

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

Commercial services and infrastructure group

ACT Property Group

Finance and Systems

Finance Officer

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 12304)

Gazetted: 07 October 2020

Closing Date: 14 October 2020

Details: Are you a finance officer with an eye for detail, who is keen to ensure a busy finance teams completes its financial transactions to an exceptional standard and within agreed timeframes? Are you enthusiastic about accounts payable and accounts receivable? Do you like to support your colleagues by providing information and advice? This job may be for you!

This role is responsible for ensuring that financial transactions of the organisation are completed to a high standard and in a timely manner, including accounts payable and accounts receivable operations. The role also provides information and advice to other staff on the financial transactions and processes of the business and

collaborates with other team members by ensuring the integrity of data entered into the property management system.

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

This position is part of the finance and systems team, ensuring improved delivery of services to customers and stakeholders.

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

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

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

Please submit the following:

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

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

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

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

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

3. Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Leanne Feltham (02) 6205 7347 leanne.feltham@act.gov.au

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

Commercial services and infrastructure group

ACT Property Group

Customer and Tenancy Management

Lease and Tenant Occupancy Manager

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 25308)

Gazetted: 07 October 2020

Closing Date: 20 October 2020

Details: Do you have experience in the drafting and execution of subleases and licenses? This job could be for you! This role suits someone with experience in drafting and executing sub-leases and licenses, liaising with non-government and government organisations and with a high level of attention to detail. Working with the Director the person in this role provides technical support and a quality assurance and advisory service to customer relationship officers managing the occupancy of ACT Property Group managed buildings. Management of the processes and actions to acquire new sub-leases and the drafting, QA and issuing of leases and licenses over managed properties, along with associated reporting and processes are a key part of the role. To ensure a high quality service, the occupant needs to have experience and expertise in commercial and/or community leasing. ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental

rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government. This position will be part of the customer and tenancy team which ensures improved delivery of services to customers and stakeholders.

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

Eligibility/Other Requirements This position requires: Hold or have the capacity to obtain White Card and Asbestos Awareness; a current driver's licence (car); qualifications in Property Management, Commercial Leasing, Commercial Real Estate or similar are desirable; membership or the ability to obtain membership with relevant professional organisation(s) is desirable.

Note: Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Please review the Position Description for details about the role and associated responsibilities.

How to Apply: Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit the following: 1. A two page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should: • Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities. • Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past. • Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role. 2. A current Resume/Curriculum Vitae (CV) including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and 3. Contact details of at least two referees.

Contact Officer: Phillip Wales (02) 6207 7214 PhillipB.Wales@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

Executive Branch Manager, Children and Families

Temporary Vacancy (ASAP until 2/11/2020, with the possibility of extension)

Community Services Directorate

Children, Youth and Families

Position: E853

(Executive Level 1.4)

Date circulated: 6 October 2020

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Applications are sought for the role of Executive Branch Manager, Children and Families. This temporary vacancy is available immediately until 2 November 2020 with the possibility of extension up to the balance of 6 months (not beyond April 2021). This merit process will be used to fill any temporary vacancies in this position over the next 6 months.

The Executive Branch Manager, Children and Families will be responsible for the provision of voluntary early intervention and prevention services to ACT children and young people and their families, and services to children with developmental delay.

The Executive Branch Manager will oversee the Child Development Service, which provides assessment, referral, linkages for children 0 – 6 and children up to 8 years with complex needs who have not had a previous assessment by allied health professionals. The Service will also provide Autism assessment for children aged to 12 years. Some therapy programs will be offered for children who are not eligible for the NDIS.

The position occupant has responsibility for key performance indicators pertaining to children and young people in early intervention and prevention programs, policy, program and service development, as well as the provision of

strategic and expert advice on complex service delivery issues and policy directions in early intervention at both local and national level.

To apply: Please provide your curriculum vitae, a two-page pitch and contact details of at least two referees to Melanie Saballa via email to melanie.saballa@act.gov.au by COB Tuesday 13 October 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 \$251,027 - \$260,803 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$195,520.

Contact Officer: Melanie Saballa, Executive Group Manager, Child and Youth Protection Services CSD (02) 6207 5938 melanie.saballa@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Bimberi Residential Services

Unit Manager, Bimberi Residential Services

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 02885, several)

Gazetted: 02 October 2020

Closing Date: 16 October 2020

Details: Bimberi Residential Services is seeking experienced, committed and suitably qualified people to permanently fill several Unit Manager roles. Unit Managers are responsible for the day to day management of the Centre operations by facilitating close interaction and supervision with staff and young people, promoting initiatives and developing innovative approaches to meeting client and program needs.

The successful applicant will have an opportunity to lead and manage a small team as well as provide input into shaping and guiding the operational direction of the Centre. The suitable applicant will also have experience in frontline operational positions and a desire to work within a management team that is committed to providing positive outcomes for young people.

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

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

Bimberi Residential Services focuses on delivering child-centred, evidence-based and developmentally appropriate, human rights compliant support to children, young people and their families. It is comprised of Bimberi Youth Justice Centre (BYJC) and Narrabundah House Indigenous Supported Residential Facility (NHISRF). BYJC is a human rights compliant youth detention facility. The Centre provides safe and secure accommodation for young people between the ages of 10 and 21 years, who are remanded in custody or sentenced by the ACT Children's or Supreme Courts.

NHISRF provides supported accommodation to young men, aged between 15 and 18 years old. Both facilities operate 24 hours a day, 7 days a week.

Eligibility/Other Requirements:

Completion of Certificate IV Youth Worker and/or relevant qualification in the behavioural sciences is highly desirable.

Working with Vulnerable People (Background Checking) Act 2011. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Senior First Aid Certificate.

Current driver's licence

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection will be based on application, psychometric, medical/fitness assessment and interview. Unit Managers will be required to work a rotating roster that will include alternating day and evening shifts incorporating some weekends and public holidays. The successful applicants will also actively participate in a Monday to Friday standard business hours roster if required.

How to Apply: Applications are sought from potential candidates that should include;

supporting statement addressing each of the criteria should be limited to 400 words per criteria;

current curriculum vitae;

Working with Vulnerable People Card;
Senior First Aid Certificate; and
Current driver's licence.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mai Latukefu (02) 6207 3346 Mai.Latukefu@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Child and Youth Professional, Case Manager

Child and Youth Protection Professional Level 1 \$68,807 - \$86,242, Canberra (PN: 07416, several)

Gazetted: 01 October 2020

Closing Date: 20 October 2020

Details: The Child and Youth Professional 1, Case Manager role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by best practice trauma informed case management.

Protecting our most vulnerable children and young people is one of the most important jobs you can do. As a Child and Youth and Protection (CYPS) Case Manager, you will:

Make a difference in the lives of children and young people at risk of abuse and neglect.

Provide positive influence on young people and help make your community safer.

Benefit from ongoing learning and development.

Be challenged and rewarded.

As a Case Manager, you will receive and assess reports of alleged abuse and neglect of children and young people. You will undertake investigations and develop plans to ensure the safety and wellbeing of children and young people. This may include taking matters to court. Case managers may supervise and provide support to young people subject to youth justice orders. We are seeking case managers who are able to work alongside families and key stakeholders, develop and maintain professional relationships, have strong engagement skills, ability to develop assessment and case management skills, undertake planning, and have high level written and communication skills. The Community Services Directorate is committed to addressing the disproportionate representation of Aboriginal and Torres Strait Islander children in the child protection system and is committed to meeting the cultural needs of the children we work with. We strongly encourage applications from Aboriginal and Torres Strait Islander peoples and those from diverse cultural backgrounds.

Eligibility/Other Requirements:

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

Proficiency with Microsoft Office programs. Current driver's licence. No Experience Necessary.

Additional Information:

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.

Educational, suitability and professional qualification checks may be carried out prior to employment.

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

How to Apply: Applicants must submit a current curriculum vitae and written response to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

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

Education

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

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

School Performance and Improvement

North and Gungahlin Network

Black Mountain School

Deputy Principal

School Leader B \$147,337, Canberra (PN: 04051)

Gazetted: 06 October 2020

Closing Date: 20 October 2020

Details: Black Mountain School is a specialist setting for students in years seven to 12 with an intellectual disability or Autism Spectrum Disorder. The successful Deputy Principal will demonstrate the skills to lead a complex, challenging and changing environment with a focus on continual improvement.

The successful applicant will bring:

A demonstrated commitment to achieving excellence in wellbeing and education, and a passion for the development of a holistic response to intervention approach in academic, social/emotional and communication domains.

Demonstrated experience in leading multidisciplinary teams with a focus on utilising data and evidence-based practices to improve outcomes for students with complex communication and behaviours.

Demonstrated ability to work with the principal to ensure all accountabilities are successfully acquitted to EDU expectations.

A passion for embedding a culture of continuous improvement, ensuring evidence, research and collaboration are at the centre of all that we do.

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

How to Apply: Applicants need to submit an expression of interest comprising a current curriculum vitae, supporting statement (five pages) including details of two referees. The supporting statement should address the capabilities listed below and be written with a focus on the description specified for the position.

Leading teaching and learning.

Developing self and others.

Leading improvement, innovation, and change.

Leading the management of the school.

Engaging and working with the community.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lara Coman (02) 6142 1400 lara.coman@ed.act.edu.au

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

Service Design and Delivery

Student Engagement

Network Student Engagement Team

Speech Language Pathologists

Health Professional Level 2/3 \$66,988 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 38928, several)

Gazetted: 06 October 2020

Closing Date: 31 January 2021

Details: Speech Language Pathologists -

Better conditions, Better lifestyle – Be a Speech Language Pathologist in Canberra

Work in a strong inter-professional team and with experienced speech pathology colleagues

Highly Valued, Family Friendly, Supportive of Work-Life Balance

Join ACT Education as a Speech Language Pathologist and enjoy a career making a difference within our Education system for students with additional speech, language, communication and/or mealtime needs. We are continuing to build our team and have positions suitable for speech pathologists with a range of years of experience. Permanent and temporary full and part-time positions are available.

Speech Language Pathologists – Network Student Engagement Teams

As a Speech Language Pathologist in the ACT Education Directorate you will help in developing and delivering teacher training, support programs and best practice adjustments and intervention for students who have a range of learning difficulties and disabilities.

Apart from the improved lifestyle that comes from living in Canberra, the world's most liveable city, your speech pathology career will also benefit from a move to the ACT Education Directorate.

Be part of the continued growth of Allied Health School Support Services

Our Directorates' Allied Health Team (including speech pathologists, occupational therapists, physiotherapists, psychologists, and social workers) has continued to grow over recent years which shows how much our work is valued by our school communities and our Directorate.

The ACT has a landmark strategic plan for the next decade in ACT Education and we'd like you to be a part of it. We call it the *Future of Education* and at its core are the following key principles:

Recognising that our allied health professionals' partner with teachers, school leaders and families to reorientate schools as multi-service environments.

Supports for learning and wellbeing are available and provided to students.

Empowering professionals, teachers, and school leaders to meet the learning needs of all students.

Be rewarded now and into your future

The current Health Professionals Enterprise Agreement continues to support speech pathologists in providing high-quality services in our Education Directorate. The Agreement includes a range of excellent work and leave conditions including flex time arrangements and attractive remuneration.

Outside of the school support role there are even more benefits to moving your speech pathology career to Canberra.

7 % salary increase over the remainder of the current EA

Employer superannuation contributions of 11.5 %

An additional employer superannuation contribution of a further 1% when you contribute 3% or more

Availability of additional purchased leave and other salary sacrifice options

Flexible working arrangements to suit personal circumstances, for example, flexible start and finish times

Annual leave loading of 17.5% of your hourly rate for annual leave accrued

18 weeks paid birth leave for eligible employees

Even more benefits to working for us

With Canberra being one of the fastest growing areas in Australia the ACT needs more speech language pathologists now and into the future. This growth presents more opportunities to speech language pathologists within our unique Directorate:

Within the ACT Education Directorate, there are other career and promotion opportunities for Speech Language Pathologists without needing to move outside the Directorate to find them. For example, at level and senior school-based roles as well as senior roles in other work areas e.g. complex case management.

Negotiate your hours and days of work

You can use school holiday periods for flex, leave, all important caseload catchup time, for connecting with the wider allied health team and for professional learning.

You can drive from one end of town to the other in 40 minutes.

Canberra is 90 minutes from the snow, 90 minutes to the Coast, a 3-hour drive to Sydney and a short flight to most eastern seaboard and southern major capital cities.

Relocation expenses can be considered for successful applicants

Your skills and experience

Qualifications and demonstrated experience as a speech pathologist working with students with disability, learning difficulties, complex needs and/or trauma background. If you are an early career Speech Pathologist these opportunities may also interest you as we have opportunities for you to tailor and monitor programs run by Allied Health Assistants, to conduct direct therapy with our highest priority students and to develop your areas of interest through mentoring and support from experienced SLPs.

Demonstrated ability to develop and implement inclusive and evidence-based speech, language, communication and/or mealtime supports to engage and improve educational outcomes for a diverse range of students.

Proven capacity to work as part of a team and the ability to use own initiative and to work independently.

Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and lead safe

work practices that are in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures and roles and responsibilities.

Eligibility/Other Requirements:

Tertiary qualifications in Speech Pathology.

Eligibility for membership with Speech Pathology Australia

Mandatory

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.

Essential

Current drivers licence essential including access to a private vehicle.

Note: There are several permanent, and temporary with the possibility extension and/or permanency positions available. Positions will be filled at either the HPO2 or HPO3 level, dependent on the skills and experience of the successful applicant. Part-time hours will be considered, and the full-time salary noted above will be pro-rata.

Positions are based in Canberra, but relocation costs can be reimbursed in accordance with the Health Professionals Enterprise Agreement 2018-2021. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. For further information regarding this position applicants are encouraged to phone the Contact Officer.

Flexibility During Uncertain Times:

Interview appointments are flexible and can be conducted virtually.

Your commencement date can be negotiated to account for border restrictions or relocation timelines.

How to Apply: Please provide your curriculum vitae and response to the Selection Criteria. Responses to the Selection Criteria should be a maximum of four pages font size 11.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tania Piper 0466 852 573 tania.piper@ed.act.edu.au

School Improvement and Performance

Tuggeranong Network

Wanniassa Hills Primary

Building Services Officer

Building Service Officer 2 \$59,578 - \$62,286, Canberra (PN: 40483)

Gazetted: 06 October 2020

Closing Date: 13 October 2020

Details: Wanniassa Hills Primary is seeking to fill the role of a Building Services Officer. In accordance with Directorate policies and under general/limited supervision, a Building Services Officer will demonstrate the ability to:

Use initiative to undertake a range of building and equipment repairs and maintenance.

Supervise and monitor the school's maintenance programs, contractors, cleaning and security; with a view to minimising energy usage, operate (if appropriate) and monitor the school's heating and cooling systems.

Communicate and liaise effectively with staff, students, members of the public and contractors.

Work with minimal or no supervision, determine efficient work priorities, operate effectively under pressure and organise workloads to meet deadlines. Complete appropriate records. Comply with principles and practices from the Respect, Equity and Diversity Framework; participative management values; and workplace, health and safety requirements.

Eligibility/Other Requirements: Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: worksafe.act.gov.au/health-safety.

Mandatory Training in other WHS procedures will be required during employment: for example Working at Heights, Sharps. Testing and Tagging of electrical equipment training and certification.

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

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: John Manders (02) 6142 0600 John.Manders@ed.act.edu.au

School Performance and Improvement

School Improvement

Director School Improvement

School Network Leader \$188,425, Canberra (PN: 19163)

Gazetted: 02 October 2020

Closing Date: 21 October 2020

Details: DIRECTORATE OVERVIEW

The ACT Education Directorate is responsible for early childhood education and care, and school education in the ACT. The Directorate provides school education services to children and young people both directly through public schools and indirectly through regulation of non-government schools and home education.

The Education Directorate is responsible for early childhood education and care, and school education in the ACT. The Directorate provides school education services to children and young people both directly through public schools and indirectly through regulation of non-government schools and home education.

Our vision is that we will be a leading learning organisation where people know they matter. We focus on creating capable, resilient and active citizens by placing students at the centre, empowering learning professionals, building strong communities, and systems that support learning.

BUSINESS UNIT OVERVIEW

School Improvement Group is responsible for implementing the Directorate's school improvement strategy with a focus on evidence-based practice and implementation of school improvement initiatives. The responsibility includes the day-to-day executive leadership of school operations for all 88 ACT public schools, including management of critical issues and complex complaints management.

DUTIES / RESPONSIBILITIES

The Director School Improvement will:

Provide evidence based advice and strategic leadership to achieve continuous school and system improvement;

Monitor individual Principals' performance and provide explicit feedback;

Provide support and advice to Principals and school communities in ensuring community, staff and student wellbeing;

Participate and contribute to the strategic initiatives within the Directorate;

Strengthen the instructional capacity of school leaders to improve the quality of teacher practice;

Develop leadership capacity across the network and support professional learning initiatives;

Lead the development of network and school responses and alignment to the Directorate's strategic plan and annual action plan;

Create a culture of collaboration and collective accountability within the network and across the system;

Utilise network capabilities strategically and efficiently;

Develop and implement innovative and creative initiatives, strategies and programs to enhance the operations of the network and the system; and

Facilitate partnerships across government, with community, business and other agencies.

Eligibility/Other Requirements: Current professional teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility to obtain) is desirable. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: 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. For more information about this opportunity, contact the Contact Officer. In your application, we want to learn about the impact your leadership has had on improving outcomes for students, and what makes you the best person to be the next Director School Improvement.

The committee will use the standard selection techniques in accordance with the principals of merit including, short listing, interviewing and refereeing, not necessarily in this order, to determine a list of suitable applicants. These standard selection techniques may be supplemented by other assessment techniques that the selection committee considers necessary. The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome.

Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

How to Apply: Interested applicants in leading across ACT public schools should provide curriculum vitae (two pages), statement of claims based on the leadership capabilities outlined in the application package (maximum six pages) and contact information for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Huxley (02) 6205 3988 mark.huxley@act.gov.au

Environment, Planning and Sustainable Development

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

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

Chief Operating Officer

Governance, Compliance and Legal

Governance and Continuity

Director, Governance and Continuity

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 37848)

Gazetted: 07 October 2020

Closing Date: 21 October 2020

Details: Do you have experience in governance and business continuity management, in government, community or private sector environments?

Do you have skills as a leader and a communicator; an analytical and strategic thinker; an organised project planner and an innovator; and possibly some skills as a drafter just to top it off?

Then we want to hear from you.

If successful in your application, you will be provided with an exciting, challenging and dynamic position where you can make a name for yourself.

The Governance, Assurance and Performance team at the Environment, Planning and Sustainable Development Directorate is responsible for the design and delivery of systems, solutions and practices that support the Directorate's operations and strategic performance. The team is multi-disciplinary and operates in a fast-paced environment on projects in the organisational governance and business continuity; strategic performance and enterprise reporting; and assurance, risk and audit space.

We are currently seeking to fill a permanent position for a Senior Officer Grade B Director (Director, Governance and Continuity). The successful applicant will lead the team responsible for the Directorate's organisational governance and emergency and continuity frameworks. The position is a key management position as one of four directors within the Governance, Assurance and Performance Team.

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

Note: This position is based in a new workplace designed for activity-based working (ABW) at the ACT Government's Dickson Office Block @480 Northbourne Avenue. Under ABW arrangements, officers do not have a designated workstation/desk. Current COVID-19 restrictions and policies provide for the ability to work from both home and in the office, although the restrictions and policies are subject to change. 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. If you do not wish to be placed in the merit pool please indicate this with the contact officer.

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: Ian Phillips (02) 6205 1225 ian.phillips@act.gov.au

Environment

Heritage

Senior Director - ACT Heritage

Senior Officer Grade A \$148,991, Canberra (PN: 03858)

Gazetted: 01 October 2020

Closing Date: 15 October 2020

Details: The Environment Division is seeking a highly experienced, dynamic individual to undertake the role of Senior Director, ACT Heritage. ACT Heritage administers the provisions of the *Heritage Act 2004* (the Act) and assists in the recognition, protection, conservation and celebration of the ACT's unique heritage places and objects, including Aboriginal places and objects. ACT Heritage also coordinates the annual Canberra and Region Heritage Festival and administers the annual funding of the ACT Heritage Grants Program.

The Senior Director, ACT Heritage also has responsibility as Secretary for the ACT Heritage Council. The Secretary has a range of delegated functions under the Act including those in relation to Heritage Guidelines, the heritage registration process, advice about the effect of development on heritage significance, conservation management plans, restricted information and public consultation, including consultation with representative Aboriginal organisations. This is a great opportunity for a proactive and enthusiastic officer to make a significant contribution to important Government priorities and to have a positive impact in the community.

Eligibility/Other Requirements: Substantial experience in leadership and management are essential. Skills, experience and qualifications in a heritage related field are highly desirable.

Heritage related fields include archaeology, architecture, engineering, history, landscape architecture, nature conservation, object conservation, town planning, urban design, cultural geography and conservation management.

Note: This is a temporary position available immediately for a period of 12 months. This position will also be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Previous applications for this role will be considered and need not reapply.

How to Apply: Please provide a concise written response to the Selection Criteria detailed in the Position Description, together with a curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ian Walker (02) 6205 9027 ians.walker@act.gov.au

Justice and Community Safety

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

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

Executive Group Manager, Legislation, Policy and Procedures

Temporary Vacancy (19/10/2020 to 24/12/2020, with the possibility of extension)

Justice and Community Safety Directorate

Legislation, Policy and Procedures

Position: E629

(Remuneration equivalent to Executive Level 2.2)

Date circulated: 2 October 2020

Circulated to: ACTPS Senior Executive List

The ACT Justice and Community Safety Directorate are seeking applications for the role of Executive Group Manager, Legislation, Policy and Programs, commencing 18 October 2020 to 24 December 2020 with the possibility of extension up to the balance of 9 months (not beyond July 2021). A dynamic leader with excellent communication, organisational and collaboration skills is required.

This role is responsible for providing the Government with high level legal policy, regulatory and human rights advice across the spectrum of government business and ACT laws; the development and management of the law reform agenda and associated legislative program of the Attorney General, Minister for Justice, Consumer Affairs and Road Safety and Minister for Police and Emergency Services. Collaborating with other agencies to further the ACT Government's law reform agenda is a critical part of the role.

The Executive Group Manager will lead and manage (within budget) staff and be accountable for the development and implementation of ACT Policy on such diverse matters as human rights, criminal and public law, delivery of the justice system, discrimination, constitutional law and regulatory policy. The Executive Group Manager is also responsible for managing the delivery of restorative justice and development implementation of a range of crime prevention and justice programs.

To apply: Interested candidates are requested to submit an EOI of no more than two pages, as well as a current curriculum vitae and the name and contact details of two referees to Richard Glenn via email to richard.glenn@act.gov.au by 10:00am on Monday 12 October 2020.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees. This EOI will be used to fill any temporary vacancy for this position over the next 9 months.

Remuneration: The position attracts a remuneration package ranging from \$286,648 - \$298,006 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$227,160.

Contact Officer: Richard Glenn (02) 6207 0501 richard.glenn@act.gov.au

ACT Corrective Services

Community Corrections and Release Planning

Programs and Reintegration

Team Leader, Transitional Services

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 43750)

Gazetted: 07 October 2020

Closing Date: 21 October 2020

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to join the Programs and Reintegration Unit as the Transitional Services Team Leader. This position is based at the Transitional Release Centre (TRC), at the Alexander Maconochie Centre (AMC).

The successful applicant will manage transitional activity within the TRC as well as the wider AMC, as part of the Transitional Release Program (TRP). You will also ensure a positive approach to enhancing reintegrative activity, supporting the aims of Integrated Offender Management.

In addition, you will ensure operational activities within the TRC are maintained, including unit security checks; drug and alcohol screening; searching accommodation units and areas for contraband; facilitating detainee visitations; ensuring the monitoring detainees on work, day or weekend leave and liaising with AMC Intel and custodial management.

Further to this, you will liaise closely with detainees and other stakeholders, to support the creation of appropriate release plans and scrutinise and evaluate detainee leave applications for work, day and weekend release, with particular consideration given to the community and detainee safety and risk associated with reintegration activity, making recommendations to the General Manager, regarding these applications.

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:

To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders, in addition to demonstrating strong leadership and management qualities.

Demonstrated experience and/or willingness to work with offenders and detainees daily is essential.

Relevant tertiary qualifications and/or equivalent correctional experience are desirable.

Experience in liaison and negotiation with the public, private and not for profit sector is highly desirable.

Eligible candidates will be required to undergo a criminal record check and mandatory Justice and Community Services training

Eligible candidates will be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Eligible applicants may be required to undertake psychological aptitude testing as part of the assessment process.

A current ACT driver's licence is required.

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

How to Apply: Applicants are required to submit three items:

A one to three-page written response addressing the Professional/Technical Skills and Knowledge and Behavioural capabilities, having regard for the job requirements.

A current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and

a copy of your current driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sally Fitzmaurice (02) 6205 4890 sally.fitzmaurice@act.gov.au

Office of the Director-General

Executive Officer to the Deputy Directors-General

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 47155)

Gazetted: 07 October 2020

Closing Date: 21 October 2020

Details: The Justice and Community Safety Directorate is seeking a proactive and self-motivated person to work as the Executive Officer, to both the Deputy Director-General, Justice and the Deputy Director-General, Community Safety.

The Executive Officer to DDG's provides high-level support to the Deputy Director's-General. The successful applicant will prepare and/or coordinate briefings and correspondence as well as undertaking projects, conduct research and analysis. The Executive Officer to DDG's also proactively identifies priority issues requiring the Deputy Director-General's early attention and provides timely strategic and procedural advice on directorate and government matters.

The successful applicant will have a good knowledge, or capacity to quickly gain good knowledge, of the functions of the Directorate and a strong understanding of Cabinet, Ministerial, Legislative Assembly and government processes. The applicant should also have highly developed organisational skills, a demonstrated ability to be proactive, flexible and to manage competing priorities while working under pressure and within tight timeframes in a dynamic work environment.

The position also requires the highest degree of integrity and trust due to exposure to highly sensitive materials and classified documents.

Eligibility/Other Requirements: Possession of, or the ability to acquire, a Negative Vetting (NV 1) national security clearance. The occupant of this role will be required to undergo a Police Check.

Note: This is temporary vacancy available from late November for six months with the possibility of extension and permanency. Selection may be based on application and referee reports only. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

How to Apply: In two pages or less, tell us why you are the best person for the role addressing the Professional/Technical Skills and Knowledge and Behaviour capabilities outlined in the Position Description. Please also submit a current Curriculum Vitae with the contact details of two referees.

Applications should be submitted via the Apply Now button below

Contact Officer: Julie Beddoe (02) 6207 4264 julie.beddoe@act.gov.au

ACT Corrective Services

Operational Support

Organisational Capability

Senior Director, Organisational Capability

Senior Officer Grade A \$148,991, Canberra (PN: 49215)

Gazetted: 02 October 2020

Closing Date: 21 October 2020

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated, experienced and suitable individuals to fill the position of Senior Director, Organisational Capability, within Operational Support Services.

The successful applicant will be accountable for organisational development and staff capability management, in collaboration with internal and external agencies. You will lead the agency's workforce capability strategies including policy and procedure development, ensuring compliance and continuity with the appropriate ACTPS and JACS governance and strategy frameworks.

In addition, you will have leadership over the Recruit and Mandatory Training Team, which undertakes end to end training requirements for Correctional Officers in custodial and community environments and the Specialist and Management Training Team, which manages the organisation's Learning Management System, specialised training

program and has accountability of the Registered Training Organisation (RTO) licence on behalf of the Commissioner.

Further to this, you will oversee the quality and continuous improvement programs for all ACTCS training and professional development activities and manage the agency's RTO status and the procurement of high-quality specialist external training programs and services.

To be successful you will possess exceptional communication and interpersonal skills necessary to build rapport with a diverse range of stakeholders, in addition to demonstrating strong leadership and management qualities.

You will also demonstrate an ability to develop and compose complex workplace documents.

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 in training and assessment, design and/or development are highly desirable.

Leadership and/or management qualifications will be highly regarded.

The successful candidate will be required to undergo a National Police check.

This position requires a pre-employment medical.

How to apply: Applicants are required to submit two 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; and 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Catherine King (02) 6205 5166 Catherine.King@act.gov.au

ACT Corrective Services

Operational Support

Quality and Risk Management

Team Leader, Quality Assurance

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 46235)

Gazetted: 02 October 2020

Closing Date: 16 October 2020

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to fill the position of Quality Assurance Team Leader, Operational Support.

The successful applicant will provide day to day supervision and management responsibilities for the Quality Assurance and Risk Management Unit including achieving objectives and monitoring performance against the Business Unit Plan.

In addition, you will conduct ongoing monitoring and reporting of a variety of quality assurance and risk management activities and build productive working relationships with internal and external stakeholders, to ensure quality and risk management activities are completed in accordance with shared objectives.

Further to this, you will review, innovate and enhance audit and risk standards, reporting, assessments and activities, through consultation with stakeholders and research to reflect best practice and ensure accuracy and integrity, and recommend business improvements.

To be successful, you will demonstrate experience in governance and risk management, exceptional communication and interpersonal skills and display high-level research and analytical skills. You will also demonstrate an ability to develop and compose complex workplace documents.

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

Eligibility/Other Requirements:

A degree or equivalent in a technical field in compliance/risk management/auditing with a minimum of five years relevant experience is highly desirable.

The successful candidate will be required to undergo a National Police check. Driver's licence is essential.

This position requires a pre-employment medical.

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) statement of claims against specified Selection Criteria; 2) a current curriculum vitae; 3) the names and contact details of two referees (one should be a current Supervisor/Manager); and 4) a copy of your current driver's licence. Please ensure you submit all four items. *Applications should be submitted via the Apply Now button below.*

Contact Officer: Catherine King (02) 6205 5166 Catherine.King@act.gov.au

ACT Corrective Services

Custodial Operations

Detainee Services

Production Nursery and Horticulture Program Supervisor

General Service Officer Level 9 \$74,973 - \$84,729, Canberra (PN: 46725)

Gazetted: 02 October 2020

Closing Date: 16 October 2020

Details: ACT Corrective Services (ACTCS) is seeking a highly experienced and motivated person to fill the position of Production Nursery and Horticulture Program Supervisor.

As part of the Detainee Services Unit, located at the Alexander Maconochie Centre (AMC), the Nursery Supervisor will set up and maintain the AMC nursery to industry standards. As part of this role you will also work closely with our detainees to provide supervision, training and mentoring in the full range of production nursery operations. This role will require the successful candidate to plan and manage nursery projects, including resource management. This will involve engaging and working closely with internal and external stakeholders and providers. In addition, you will establish and maintain a productive nursery within the AMC, induct detainees in the correct operation of nursery equipment, ensuring Work Health and Safety requirements are met.

To be successful, you will demonstrate exceptional communication and interpersonal skills and experience in production nursery or a similar field. 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:

Qualification in horticulture (Certificate III or above), or relevant industry experience.

Eligible candidates will be required to undergo a criminal history check.

Unrestricted drivers' licence.

This position will require a pre-employment medical.

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) the names and contact details of two referees (one should be a current Supervisor/Manager); and 4) a copy of your driver's licence. Please ensure you submit all four items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cameron Watling (02) 6205 1094 Cameron.Watling@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

CIT Campus - Woden Project

Executive Assistant

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 49318)

Gazetted: 06 October 2020

Closing Date: 20 October 2020

Details: Are you our new Executive Assistant for the CIT Woden Project?

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

The ACT Government is investing around \$230 million in a purpose-built CIT campus and youth foyer and a further \$50million in a new public transport interchange for Woden, stimulating the local economy and supporting the urban renewal of Canberra's southern hub. CIT Campus – Woden will see 22,500sqm of educational, community and transport facilities built in a central, well-connected part of Woden.

The CIT Campus - Woden Project Team is responsible for the planning and delivery of a new CIT Campus to be developed on the site of the existing Woden bus interchange and layover facilities. The project will also include development of a new transport interchange for buses and light rail alongside the new CIT Campus in Callam Street, Woden and supporting layover facilities in Launceston Street and in Easty Street.

The new CIT Campus at Woden will represent the largest single investment in CIT infrastructure and will create a future-proofed "Smart Campus" with innovative environmentally sustainable design and digital learning capability as well as contemporary face to face learning environments. The new world class campus facilities will provide students with a future focused campus experience, enhanced industry engagement, start-up incubation and a modernised urban realm for the Woden Community. The project will also include a new building to be developed at the CIT Bruce Campus to accommodate a group currently located at CIT Reid.

The CIT Campus – Woden Project Team will lead the project planning, procurement, delivery, and eventual transfer of the new facilities, in close consultation with CIT, the CIT Campus-Woden Project Board and other key stakeholders. The Executive Assistant is responsible for providing high-level executive support to the Executive Group Manager CIT Campus-Woden, and administrative support to the broader team. Working closely, under limited supervision, with the Group's Executive Manager, the Executive Assistant will ensure all incoming and outgoing communications are managed in a timely manner, prepare correspondence as required and manage the diary of the EGM (and other Executives, as required) including appointment bookings, meetings and preparation of travel arrangements for the broader team. In addition to that, the Executive Assistant will provide administrative support in preparing meeting agendas and minutes, collating reports, briefs, and integration of CIT Campus-Woden requirements with MPC Communications, Human Resources and Finance sections, as well as facilitation of ministerial correspondence. The role requires an ability to prioritise while supporting a diverse team with variable requirements. A high level of independence, proactive approach, impartiality, and discretion are also important. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

A driver's licence is desirable.

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing the capabilities and your suitability for the role, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Wayne Ford (02) 6205 2048 wayne.forde@act.gov.au

Infrastructure Delivery Partners

Manager, Cladding Rectification Scheme

Infrastructure Manager/Specialist 3 \$189,688, Canberra (PN: 49290)

Gazetted: 02 October 2020

Closing Date: 8 October 2020

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this leadership role is for you! Infrastructure Delivery Partners provides: Infrastructure and capital works procurement and delivery on behalf of directorates and agencies; Support to directorates on infrastructure and capital works business case development; and Coordination of Work Health and Safety Active Certification Policy for Government construction sites.

The Manager Cladding Rectification Scheme will be responsible for leading the development and delivery of the ACT Government's Cladding Rectification Scheme. The program will fund and deliver the replacement of cladding on ACT Government buildings, and implement a concessional loan scheme for a private sector program.

The candidate will: have a strong understanding of key commercial, financial, legal, technical, social and environmental drivers; understand how government and Directorates operate. Maintains an awareness of internal and external political and environmental context within which the program operates; be able to apply knowledge of legislation and building compliance to ensure that the Directorate and the Territory comply with legislative requirements; have experience managing cross organisational or cross industry projects and programs that have a significant impact on an organisation, industry sector or the public; and have senior management experience or work as a senior consultant working to senior executive in organisations.

The program is directly accountable to the Minister for Building Reform and will need to provide regular briefings on progress. Given that the rectification of cladding will be across a range of different assets within the ACT Government, close liaison and engagement with asset owning Directorates will also be required.

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

Eligibility/Other Requirements: Please refer to the attached position description for mandatory and desirable requirements

Note: This position is available asap up to 30 June 2021, with possibility of extension up to four years. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing the capabilities and your suitability for the role, a current curriculum vitae, contact details of two referees and copies of relevant degree and qualifications

Applications should be submitted via the Apply Now button below.

Contact Officer: Adrian Piani (02) 6205 4326 Adrian.Piani@act.gov.au

Canberra Hospital Expansion Project

Project Manager MME/FFE

Infrastructure Manager/Specialist 1 \$165,977, Canberra (PN: 49282)

Gazetted: 01 October 2020

Closing Date: 8 October 2020

Details: Are you our new Project Manager who will oversee Mobile Medical Equipment as well as Furniture, Fixtures and Equipment for the Canberra Hospital Expansion project?

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

The Canberra Hospital Expansion Project Team is responsible for the planning and delivery of a new acute services building on Canberra Hospital campus.

The Canberra Hospital Expansion Project will deliver state-of-the-art facilities including a 114-bed emergency department; 22 theatres (including hybrid theatres and interventional radiology suites); 4 cardiac catheterisation and electrophysiology laboratories; and a of 148 includes - including 60 intensive Care Beds, 24 Cardiac Care Unit beds and the 64 Inpatient Unit beds

At over \$500 million, the Canberra Hospital Expansion Project represents the most significant investment in Canberra Hospital for decades and will create a future-proofed acute services building around which future developments on the campus will be planned. It represents a generational opportunity for Canberra Hospital to position itself as a leading player in the delivery of acute tertiary healthcare services in Australia and beyond. It will deliver world-class facilities that respond to contemporary and forward-thinking models of care and will attract the best and brightest clinical staff from Australia and around the world to Canberra Hospital.

The Canberra Hospital Expansion Project Team will work alongside Canberra Health Services and the clinicians at Canberra Hospital to plan, procure and deliver this ambitious project. It will operate within Major Projects Canberra, but function as a dedicated team with the single objective of successfully delivering the Canberra Hospital Expansion Project through the following stages:

Planning and procurement;

Decanting and enabling works;

Construction and commissioning (forecast to be completed by mid-2024).

The Project Manager who will oversee Mobile Medical Equipment (MME) and Furniture, Fixtures and Equipment (FFE) is a significant role within the Canberra Hospital Expansion Project Team, primarily responsible for the

delivery of a range of complex and high-risk procurement and project management activities including but not limited to MME/FFE and the associated building services and systems.

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

Eligibility/Other Requirements:

Mandatory:

Hold a relevant professional qualification in Engineering or Architecture or Project Management and a minimum of ten years relevant experience in Engineering or Architecture or Project Management.

Professional qualifications and experience is defined as:

Engineering - a four-year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer,

including recognition of equivalent overseas Engineering qualifications, and a minimum of ten years relevant experience in Engineering; or

2. Architecture - a three-year degree or higher qualification accredited by an Australian State or Territory architecture authority for recognition as a Professional

Architect, including recognition of equivalent overseas qualifications, and a minimum of ten years relevant experience in Architecture; or

3. Project Management – either:

a diploma in Project Management accredited by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or

certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) Certified Practising Portfolio Executive (CPPE), in addition to a relevant degree or higher qualification issued by an Australian State or Territory tertiary education institution or an equivalent overseas that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or

have at least ten years relevant experience in project management.

Desirable:

Demonstrated experience in the delivery of a capital works project/s or health infrastructure project/s of a comparable scale and complexity to the Canberra Hospital Expansion Project; or

A degree or diploma in construction management.

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing the capabilities and your suitability for the role, a current curriculum vitae, contact details of two referees and copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: George Stellios (02) 6207 8705 george.stellios@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

Transport Canberra

Network Planning and Infrastructure

Senior Director Network and Infrastructure Planning

Senior Officer Grade A \$148,991, Canberra (PN: 33081)

Gazetted: 07 October 2020

Closing Date: 14 October 2020

Details: Transport Canberra is seeking an experienced leader to join their team. The Senior Director Network and Infrastructure Planning will be responsible for the network plan and will play an important role collaborating with

key internal and government-wide stakeholders to influence and deliver an integrated transport approach to major infrastructure projects in Canberra. This role leads outcomes that respond to strategic plans, including the Public Transport Strategy, the Zero-Emission Transition Plan for Transport Canberra, the ACT Climate Change Strategy, the ACT Infrastructure Plan, the ACT Planning Strategy and the National Capital Plan, and manages the network design solutions required to deliver critical transport projects.

Reporting to the Executive Group Manager Transport Canberra and leading a team of eight staff, we are looking for someone who is innovative, and who has highly developed leadership, interpersonal and communication skills and who can inspire, energise and positively influence outcomes. Tertiary level qualifications in business, transport network design, infrastructure or a related discipline is highly desirable as is experience in a transport or infrastructure environment.

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. Current and former ADF members are encouraged to apply.

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

How to Apply: Please submit your curriculum vitae and a one page pitch addressing the 'What You Require' section of the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nikki Curtin (02) 6205 3091 Nikki.Curtin@act.gov.au

City Services

Roads ACT

Traffic Management and Safety / Road Safety

Minor New Works (MNW) Procurement Officer

Infrastructure Officer 1 \$71,833 - \$84,874, Canberra (PN: 49284)

Gazetted: 02 October 2020

Closing Date: 15 October 2020

Details: Roads ACT are seeking applications for the Minor New Works (MNW) Procurement Officer who will be responsible for planning and organising the MNW program to ensure timeliness of service delivery and optimising efficiency and resource allocation. The position manages, administers and delivers a range of contracts that enable the delivery of quality and timely services and resources. As such, the role ensure the contracts meet the needs and objectives in relation to the delivery of the MNW program; monitors the level, quality and timeliness of services/products provided; negotiates variations; reviews performance standards and takes action to address performance issues; reports on contract performance; prepares tender documentation; assesses tenders and develops contract documentation. This role works closely with the Contracts and Procurement Manager for Roads ACT.

The successful candidate will:

Hold a relevant professional qualification, or accreditation with a professional body recognised within Australia, in engineering, architecture or project management; or

hold a relevant building degree; or

have significant building or Infrastructure knowledge and/or project management experience.

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

Note: This position will work from the new Dickson office building which is designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Candidates should provide a response to the 'what you require' section of the position description (not more than one A4 page per criteria); contact details for two referees and a current curriculum vitae.

Contact Officer: Pawel Potapowicz (02) 6205 0946 Pawel.Potapowicz@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

Registered Nurse Level 3.2 \$122,360

Vanessa Bakker, Section 68(1), 5 October 2020

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

Alfred Cooper, Section 68(1), 12 October 2020

Health Professional Level 4 \$108,926 - \$117,249

Andrea Parisi, Section 68(1), 6 October 2020

ACT Integrity Commission

Legal Officer Grade 2 \$146,585 - \$152,610

Melissa Heris, Section 68(1), 1 October 2020

Canberra Health Services

Administrative Services Officer Class 2 \$57,454 - \$63,443

Michelle Blakely-Kidd, Section 68(1), 1 October 2020

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

Christopher Finlayson, Section 68(1), 1 October 2020

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade)

Robyn Gill, Section 68(1), 6 October 2020

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

Enobong Inyang, Section 68(1), 8 October 2020

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

Sheeja Joseph, Section 68(1), 1 October 2020

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

Grace Knox, Section 68(1), 1 October 2020

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

Ntombikayise Malunga, Section 68(1), 1 October 2020

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

Rachael Martin, Section 68(1), 15 October 2020

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

Tashi Yangzom, Section 68(1), 1 October 2020

Education

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

Michelle Lussick, Section 68(1), 12 October 2020

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

Grant Mitchell, Section 68(1), 6 October 2020

Environment, Planning and Sustainable Development

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

Douglas Millen, Section 68(1), 6 October 2020

Justice and Community Safety

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

Geraldine Paull, Section 68(1), 6 October 2020

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

Emily Rankins, Section 68(1), 6 October 2020

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

James Taylor-Dayus, Section 68(1), 5 October 2020

Transport Canberra and City Services

Infrastructure Officer 4 \$129,394 - \$147,008

Anthonie Lambert, Section 68(1), 5 October 2020

TRANSFERS

Canberra Health Services

Mary Bodilsen

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 17379) (Gazetted 3 September 2020)

Toby Ellison

From: Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade)49220

Canberra Health Services

To: Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 40925) (Gazetted 6 August 2020)

Chief Minister, Treasury and Economic Development

Jody Gleeson

From: Senior Officer Grade A \$148,991

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade A \$148,991

Chief Minister, Treasury and Economic Development, Canberra (PN. 48488) (Gazetted 31 July 2020)

Community Services

Kim Gardiner

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

Community Services

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

Community Services, Canberra (PN. 03519) (Gazetted 5 August 2020)

Transport Canberra and City Services

Shannon O'Grady

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

Chief Minister, Treasury and Economic Development

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

Transport Canberra and City Services, Canberra (PN. 48479) (Gazetted 4 August 2020)

John Turnbull

From: Administrative Services Officer Class 6 95453

Chief Minister, Treasury and Economic Development

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

Transport Canberra and City Services, Canberra (PN. 39671) (Gazetted 16 July 2020)

PROMOTIONS

ACT Health

Corporate Services

Corporate and Governance

People Strategy

Caroline Brighenti

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

ACT Health

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

ACT Health, Canberra (PN. 42558) (Gazetted 19 August 2020)

Digital Solutions Division

Technology Operations

Support and Diagnostic Systems Hub

Kayla Hayne

From: Administrative Services Officer Class 2/3 \$57,454 - \$70,058

Canberra Health Services

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

ACT Health, Canberra (PN. 41770) (Gazetted 21 April 2020)

Canberra Health Services

Chief Operating Officer Clinical Services

Blessing Akoma

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. 41432) (Gazetted 16 July 2020)

Canberra Health Services

Sally Haseler

From: Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 33499) (Gazetted 23 July 2020)

Chief Operating Officer Clinical Services

Barbara Whiddon

From: Allied Health Assistant 2 (Qualified) \$54,256 - \$60,406 (up to \$62,203 depending on qualification level)

Canberra Health Services

To: Allied Health Assistant 3 \$66,263 - \$69,516 (up to \$73,540 depending on qualification level)

Canberra Health Services, Canberra (PN. 26547) (Gazetted 13 August 2020)

Canberra Health Services

Chief Executive Officer

Christina Williamson

From: Health Professional Level 2 \$66,988 - \$91,962

Canberra Health Services

To: Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN:48016) (Gazetted 24/10/2019)

Chief Minister, Treasury and Economic Development

Commercial Services and Infrastructure Group

ACT Property Group

Finance and Systems

Stuart Brown

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 46706) (Gazetted 5 August 2020)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Commercial Services and Infrastructure Group

ACT Property Group

Finance and Systems

Wanxia Liu

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 37495) (Gazetted 5 August 2020)

Community Services

Children, Youth and Families

Child and Youth Protection Services

Child and Youth Protection Services

Jessica Adams

From: Child and Youth Protection Professional Level 3 \$100,990 - \$106,133 (up to \$111,139 on achieving a personal upgrade)

Community Services

To: †Child and Youth Protection Professional Level 4 \$115,487 - \$123,914
Community Services, Canberra (PN. 37431) (Gazetted 2 July 2020)

Education

School Performance and Improvement Division

South and Weston Network

The Woden School

James Malone

From: School Leader A \$147,337

Education

To: †School Leader A 1 \$168,315

Education, Canberra (PN. 01992) (Gazetted 10 June 2020)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Environment, Planning and Sustainable Development

Planning Delivery

Development Assessment

Trent Varlow

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 17695) (Gazetted 12 March 2020)

Justice and Community Safety

ACT Law Courts and Tribunal

Registry Operations

Criminal

Nwinnianaa Delle

From: Administrative Services Officer Class 3 \$65,097 - \$70,058

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 43613) (Gazetted 21 July 2020)

ACT Corrective Services

Operational Support

Policy and Risk Management Unit

Mitchell Elliott

From: Administrative Services Officer Class 3 \$65,097 - \$70,058

Community Services

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

Justice and Community Safety, Canberra (PN. 13889) (Gazetted 14 August 2020)

Transport Canberra and City Services

Chief Operating Office

Governance and Ministerial Services

Governance

Matthew Neilsen

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 33961) (Gazetted 10 August 2020)