



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 29 April 2021**

## 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>

#### Digital Solutions Division

#### Technology Operations

#### Critical Systems and Infrastructure Hub

#### Project Manager

#### Senior Information Technology Officer Grade C \$110,397 - \$118,832, Canberra (PN: 51088)

Gazetted: 05 May 2021

Closing Date: 19 May 2021

Details: Are you a project manager that's up for a challenge? Do you have a certificate in shepherding the delivery of projects, even the ones that feel like you need to climb the Kokoda Trail? Do you want to work with a team of absolute rock stars in ICT Infrastructure and contribute to the delivery of ICT Core networking infrastructure, Critical and Noncritical systems and the Operation Commissioning of new and refurbished health facilities and make a difference to the community?

The Digital Solutions Division within ACT Health is looking to hire suitably qualified and energetic individuals to help us deliver on our ICT Infrastructure program of work. You will manage the design, planning, installation and operational commissioning of all things ICT for new and refurbished facilities for Canberra Health Services (CHS). As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. Apply to work with us to enable exemplary person-centred care through digital innovation.

The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to performance reporting and technology capabilities across the ACT public health system. The Digital Solutions Division is responsible for:

the implementation and support of the Digital Health Strategy,

management of technology services and projects,

the development and implementation of a performance reporting framework,

statutory and intergovernmental reporting requirements,

management of the relationship and services delivery by technology vendors including Shared Services ICT,

development, implementation and maintenance of technology policies and procedures, and

information management and information security.

delivery of ICT infrastructure for new and refurbished health facilities.

**Eligibility/Other Requirements:** If you are selected for this position you will be required to gain and maintain a Negative Vetting Level 1 National Security Clearance. If screening is not successful, your employment in the role will not commence or, if already commenced, will be reassessed.

**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 three 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, and one other a client of your project management services.

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

Contact Officer: Mark Moerman (02) 5124 9339 [ACTHealthCIO@act.gov.au](mailto:ACTHealthCIO@act.gov.au)

**Digital Solutions Division  
Technology Operations  
Critical Systems and Infrastructure Hub  
Senior Project Manager**

**Senior Information Technology Officer Grade B \$130,018 - \$146,368, Canberra (PN: 51085)**

Gazetted: 05 May 2021

Closing Date: 19 May 2021

**Details:** Are you a project manager that's up for a challenge? Do you have a certificate in shepherding the delivery of projects, even the ones that feel like you need to climb the Kokoda Trail? Do you want to work with a team of absolute rock stars in ICT Infrastructure and contribute to the delivery of ICT Core networking infrastructure, Critical and Noncritical systems and the Operation Commissioning of new and refurbished health facilities and make a difference to the community?

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The development and implementation of a performance reporting framework.

Statutory and intergovernmental reporting requirements.

Management of the relationship and services delivery by technology vendors including Shared Services ICT.

Development, implementation and maintenance of technology policies and procedures.

Information management and information security.

Delivery of ICT infrastructure for new and refurbished health facilities.

**Eligibility/Other requirements:** If you are selected for this position you will be required to gain and maintain a Negative Vetting Level 1 National Security Clearance. If screening is not successful, your employment in the role will not commence or, if already commenced, will be reassessed.

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

**How to Apply:** Please submit a written application of no more than three 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, and one other a client of your project management services.

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

Contact Officer: Mark Moerman (02) 5124 9339 ACTHealthCIO@act.gov.au

**Digital Solutions Division  
Technology Operations  
Critical Systems and Infrastructure Hub  
Senior Project Manager**

**Senior Information Technology Officer Grade B \$130,018 - \$146,368, Canberra (PN: 51086)**

Gazetted: 05 May 2021

Closing Date: 19 May 2021

**Details:** Are you a project manager that's up for a challenge? Do you have a certificate in shepherding the delivery of projects, even the ones that feel like you need to climb the Kokoda Trail? Do you want to work with a team of absolute rock stars in ICT Infrastructure and contribute to the delivery of ICT Core networking infrastructure, Critical and Noncritical systems and the Operation Commissioning of new and refurbished health facilities and make a difference to the community?

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The development and implementation of a performance reporting framework.

Statutory and intergovernmental reporting requirements.

Management of the relationship and services delivery by technology vendors including Shared Services ICT.

Development, implementation and maintenance of technology policies and procedures.

Information management and information security.

Delivery of ICT infrastructure for new and refurbished health facilities.

**Eligibility/Other requirements:** If you are selected for this position you will be required to gain and maintain a Negative Vetting Level 1 or Baseline National Security Clearance. If screening is not successful, your employment in the role will not commence or, if already commenced, will be reassessed.

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

**How to Apply:** Please submit a written application of no more than three 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, and one other a client of your project management services.

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

Contact Officer: Mark Moerman (02) 5124 9339 [ACHealthCIO@act.gov.au](mailto:ACHealthCIO@act.gov.au)

#### **Digital Solutions Division**

#### **Technology Operations**

#### **Critical Systems and Infrastructure Hub**

#### **Project Manager**

#### **Senior Information Technology Officer Grade C \$110,397 - \$118,832, Canberra (PN: 51087)**

Gazetted: 05 May 2021

Closing Date: 19 May 2021

**Details:** Are you a project manager that's up for a challenge? Do you have a certificate in shepherding the delivery of projects, even the ones that feel like you need to climb the Kokoda Trail? Do you want to work with a team of absolute rock stars in ICT Infrastructure and contribute to the delivery of ICT Core networking infrastructure, Critical and Noncritical systems and the Operation Commissioning of new and refurbished health facilities and make a difference to the community?

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management of technology services and projects,

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management of the relationship and services delivery by technology vendors including Shared Services ICT,

development, implementation and maintenance of technology policies and procedures, and

information management and information security.

delivery of ICT infrastructure for new and refurbished health facilities.

**Eligibility/Other Requirements:** If you are selected for this position you will be required to gain and maintain a Negative Vetting Level 1 National Security Clearance. If screening is not successful, your employment in the role will not commence or, if already commenced, will be reassessed.

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

**How to Apply:** Please submit a written application of no more than three 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, and one other a client of your project management services.

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

Contact Officer: Mark Moerman (02) 5124 9339 ACTHealthCIO@act.gov.au

## Digital Solutions Division

### Technology Operations

#### Support, Diagnostic and Integration Systems Hub

##### Support Analyst

##### Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 41774)

Gazetted: 05 May 2021

Closing Date: 19 May 2021

**Details:** If you enjoy troubleshooting and investigating ICT solutions for end users and have good communication skills, then apply to join a team that's part of a large and exciting Digital Solution Division with a contemporary digital health strategy supporting diverse opportunities for development and progression in this growing field. We are seeking motivated individuals to join our team as Support Analysts in a Service Desk environment. Located in Woden, our roles involve client engagement including occasional on-site support with the opportunity for on call rostered overtime. Please note this role is part of a Service Desk environment which also provides out of hours' support services. Support Analysts will be required to provide technical support outside of usual business hours through a shift roster arrangement which can also include on call overtime. Please also note we are working towards the introduction of a 24-hour manned Service Desk through rotating shifts.

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

**Eligibility/Other requirements:** You will be required to gain and maintain a Negative Vetting Level 1 or baseline National Security Clearance. If screening is not successful, your employment in the role will not commence or, if already commenced, will be reassessed.

**Notes:** This is a temporary position available immediately for a period of 12 months with the possibility of permanency. A merit pool 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 three pages, addressing the required Selection Criteria in the Position Description. Also include a current curriculum vitae and contact details of at least two referees, one of which should be your current manager.

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

Contact Officer: Layla Tabaja (02) 6205 4199 layla.tabaja@act.gov.au

## Health Systems, Policy and Research

### Public Health Protection and Regulation

#### Health Protection Service

##### Senior Data Scientist

##### Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 49151)

Gazetted: 03 May 2021

Closing Date: 17 May 2021

**Details:** On 19 March 2020, a public health emergency was declared in the ACT due to the public health risks posed by coronavirus disease 2019 (COVID-19), caused by the novel coronavirus SARS-COV-2. This saw the establishment of a Health Emergency Coordination Centre (HECC) - A COVID-19 Response Team has been created to deliver the public health response over a longer term.

The Directorate is looking for highly efficient and dedicated staff members to join the COVID-19 response Surveillance and Reporting team.

These exciting roles involve leading a team which will successfully either:

Monitor, analyse and report on all aspects of the ACT Health COVID public health response.

Develop and use analytical tools for surveillance, investigation and public health management of COVID-19 in the Territory.

We are seeking individuals with demonstrated experience in analysis and reporting of complex datasets and health-related data. The suitable candidates will have highly developed analytical skills, good attention to detail, and great leadership, teamwork and interpersonal skills.

Applicants can nominate which role their skills and experience are most suited to and more details can be found in the position descriptions.

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:**

Undergo a pre-employment National Police Check.

The position will require weekend and shift work.

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

**How to Apply:** If you are interested in joining this exciting team, you can apply by providing a written statement of no more than two pages addressing the Selection Criteria (what you require), curriculum vitae and contact details for two referees, one being your current supervisor.

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

Contact Officer: Kane Deering (02) 5124 6219 [kane.deering@act.gov.au](mailto:kane.deering@act.gov.au)

**Digital Solutions Division**

**Information and Data Manager**

**Information Management Hub**

**Receptionist**

**Administrative Services Officer Class 2 \$58,230 - \$64,299, Canberra (PN: 41829)**

Gazetted: 04 May 2021

Closing Date: 18 May 2021

**Details:** The ACT Health Directorate (ACTHD) is responsible for the stewardship of the health system in the ACTHD provides a strong policy and population health capability based on a foundation of world-leading health and medical research. ACTHD develops strategies and sets the direction to ensure services meet community needs and expectations, delivers improved outcomes and that the health system is innovative, effective and sustainable now and into the future. We are looking for motivated individuals who can make a significant contribution to the transformational changes underway in our health system.

The ACTHD 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.

The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to performance reporting and technology capabilities across the ACT public health system. The Digital Solutions Division is responsible for:

the implementation and support of the Digital Health Strategy.

management of technology services and projects.

the development and implementation of a performance reporting framework.

statutory and intergovernmental reporting requirements.

management of the relationship and services delivery by technology vendors including Shared Services ICT.

development, implementation and maintenance of technology policies and procedures.

information management and information security.

**Eligibility/Other Requirements:**

All ACT employees are required to undergo employment screening. If you are selected for this position you will be required to gain and maintain a Baseline or Negative Vetting Level 1 National Security Clearance. If screening is not successful, your employment in the role will not commence or, if already commenced, will be reassessed.

**Desirable:**

Previous experience working as part of a team in a high demand environment and possess a positive approach to the work.

Strong organisational skills with a high degree of drive.

Capacity to work positively and respectfully within a team.

A high level of personal integrity and discretion.

Work well under pressure.

Flexibility to accommodate change.

**How to Apply:** Please provide a response to the Selection Criteria along with your curriculum vitae and contact details of referees.

#### SELECTION CRITERIA

Proven experience in a client service environment with an ability to remain calm and portray a professional image when interacting with diverse clients.

Demonstrated ability to work well under general direction, in an effective and responsible manner.

Demonstrated experience in the operation of computer and keyboard applications, with accurate data entry and good attention to detail

Ability to communicate and effectively deliver exceptional customer service with integrity.

Demonstrates a high-level commitment to Work, Health and Safety (WHS) and displays behaviour consistent with the ACT Public Service Values and Signature Behaviours.

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

Contact Officer: Kelly Brown (02) 5124 9624 [KellyM.Brown@act.gov.au](mailto:KellyM.Brown@act.gov.au)

#### Health Systems, Policy and Research

##### Public Health Protection and Regulation

##### Health Protection Service

##### Senior Reporting Officer

##### Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 51605)

Gazetted: 30 April 2021

Closing Date: 14 May 2021

**Details:** On 19 March 2020, a public health emergency was declared in the ACT due to the public health risks posed by coronavirus disease 2019 (COVID-19), caused by the novel coronavirus SARS-COV-2. This saw the establishment of a Health Emergency Coordination Centre (HECC) - A COVID-19 Response Team has been created to deliver the public health response over a longer term.

The Directorate is looking for highly efficient and dedicated staff members to join the COVID-19 response Surveillance and Reporting team.

These exciting roles involve leading a team which will successfully either:

- monitor, analyse and report on all aspects of the ACT Health COVID public health response.
- develop and use analytical tools for surveillance, investigation and public health management of COVID-19 in the Territory.

We are seeking individuals with demonstrated experience in analysis and reporting of complex datasets and health-related data. The suitable candidates will have highly developed analytical skills, good attention to detail, and great leadership, teamwork and interpersonal skills. Applicants can nominate which role their skills and experience are most suited to and more details can be found in the Position Descriptions.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. **Eligibility/Other Requirements:** Prior to commencement the successful candidate will be required to undergo a pre-employment National Police Check. The work will require weekend and shift work.

**Note:** This is an anticipated temporary vacancy available for up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** If you are interested in joining this exciting team, you can apply by providing a written statement of no more than two pages addressing the Selection Criteria, curriculum vitae and contact details for two referees, one being your current supervisor.

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

Contact Officer: Kane Deering (02) 5124 6219 [kane.deering@act.gov.au](mailto:kane.deering@act.gov.au)

**Health Systems, Policy and Research**

**Public Health Protection and Regulation**

**Health Protection Service**

**Assistant Director - Surveillance and Data**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 51425, several)**

Gazetted: 30 April 2021

Closing Date: 14 May 2021

**Details:** On 19 March 2020, a public health emergency was declared in the ACT due to the public health risks posed by coronavirus disease 2019 (COVID-19), caused by the novel coronavirus SARS-COV-2. This saw the establishment of a Health Emergency Coordination Centre (HECC) - A COVID-19 Response Team has been created to deliver the public health response over a longer term.

The Directorate is looking for highly efficient and dedicated staff members to join the COVID-19 response Surveillance and Reporting team as Assistant Director - Surveillance and Data.

These exciting roles involve leading a team which will successfully either:

- monitor, analyse and report on all aspects of the ACT Health COVID public health response.
- develop and use analytical tools for surveillance, investigation and public health management of COVID-19 in the Territory.

We are seeking individuals with demonstrated experience in analysis and reporting of complex datasets and health-related data. The suitable candidates will have highly developed analytical skills, good attention to detail, and great leadership, teamwork and interpersonal skills. Applicants can nominate which role their skills and experience are most suited to and more details can be found in the Position Descriptions.

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

**Eligibility/Other Requirements:** Prior to commencement the successful candidate will be required to undergo a pre-employment National Police Check. The work will require weekend and shift work.

**Note:** This is an anticipated temporary vacancy available for up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** If you are interested in joining this exciting team, you can apply by providing a written statement of no more than two pages addressing the Selection Criteria, curriculum vitae and contact details for two referees, one being your current supervisor.

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

Contact Officer: Kane Deering (02) 5124 6219 kane.deering@act.gov.au

**Digital Solutions Division**

**Information and Data Management**

**Data Analyst/Data Repository Developer**

**Information Technology Officer Class 2 \$87,715 - \$100,388, Canberra (PN: 32722, several)**

Gazetted: 05 May 2021

Closing Date: 19 May 2021

**Details:** A new opportunity exists for a data analyst/data repository developer to work in a busy dynamic reporting and analysis team. The data analyst/data repository developer will support the team in responding to data requests and providing data to develop reports to be used for management decision making and be able to provide accurate analysis of activity data to all levels of ACT Health. This role is crucial for enabling the ACT Health Directorate to provide quality reporting and analysis.

The role of the data analyst/data repository developer will be fast-paced and challenging, but you'll be contributing to the transformational change in the ACT health system and we promise we'll have a lot of fun along the way. If you are looking for an exciting new challenge and you have experience working with data and reporting in a large and complex/diverse service industry organisation, there is an opportunity within the ACT Health Digital Solutions Division, Information Data Management (IDM) Branch.

The IDM branch is responsible for managing the ACT Health Directorate's reporting requirements to national data agencies and Australian governments. This includes activity, performance and costing data. IDM also manages the Directorate's relationships with the national data agencies, is responsible for developing and monitoring a health performance framework and for the delivery of health services across the ACT.



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

**Eligibility/Other requirements:** This role requires you to obtain and maintain an Australian Government NV1 or baseline security clearance, which will be sponsored by the ACT Health Directorate. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

**Notes:** There is one permanent position available and one temporary position available for a period of two years with the possibility of permanency. A merit list will be established from this selection process and will be used to fill vacancies over the next 12 months.

**How to Apply:** Applicants are to address the Selection Criteria located in the Position Description and provide a current curriculum vitae and the names and contact of two referees, one of which has a good understanding of your technical skills.

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

Contact Officer: Katherine Gechter (02) 5124 9127 katherine.gechter@act.gov.au

## Digital Solutions Division

### Technology Operations

### Critical Systems and Infrastructure Hub

### Project Officer

### Information Technology Officer Class 2 \$87,715 - \$100,388, Canberra (PN: 51090, Several)

Gazetted: 05 May 2021

Closing Date: 19 May 2021

**Details:** Are you the most organised person that you know? Are you OCD about colour-coding and making lists? Can you run after a team and make sure the things they commit to get done? Do you see yourself as wanting a career in project management?

The Digital Solutions Division within ACT Health is looking to hire suitably qualified and energetic individuals to help us deliver on our ICT Infrastructure program of work. You will be a key member of our team of rock stars that manages the design, planning, installation and operational commissioning of all things ICT for new and refurbished facilities for the Canberra Health Services (CHS).

As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. Apply to work with us to enable exemplary person-centred care through digital innovation.

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management of the relationship and services delivery by technology vendors including Shared Services ICT,

development, implementation and maintenance of technology policies and procedures, and

information management and information security.

delivery of ICT infrastructure for new and refurbished health facilities

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

If you are selected for this position you will be required to gain and maintain a Negative Vetting Level 1 National Security Clearance. If screening is not successful, your employment in the role will not commence or, if already commenced, will be reassessed.

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

**How to Apply:** 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/supervisor.

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

Contact Officer: Mark Moerman (02) 5124 9339 Mark.Moerman@act.gov.au

**Digital Solutions Division**

**Future Capability and Governance**

**Digital Health Record**

**Technical Specialist, Operational Databases**

**Senior Information Technology Officer Grade B \$130,018 - \$146,368, Canberra (PN: 50200)**

Gazetted: 30 April 2021

Closing Date: 18 May 2021

**Details:** The Digital Health Record is an exciting initiative that will transform the way health care is provided in ACT public health system. The Digital Health Record will record all interactions between a person and ACT public health services. This will include Canberra's major hospitals, community health centres and walk-in centres.

Clinical, administrative and management staff in partnership with health care consumers will have an important role in optimising and implementing the Digital Health Record. The Digital Health Record Program team will comprise of approximately 120 staff with administrative, technical, clinical and nursing backgrounds.

The Digital Health Record Program has an opening for a Technical Specialist, Operational Databases who will be responsible for the installation and administration of the databases and operational base environments that support the operation of the Digital Health Record. This position will work with the broader Technical team, Epic and third-party vendors to support configuration, deployment, proactive monitoring and maintenance. There is no doubt this project will be challenging at times with competing deadlines and priorities.

The successful candidate will be able to demonstrate they have previously worked as a positive member of a team, are resilient and can self-manage the demands of a fast-paced job. As timing is critical to the success of this Program, annual leave will be planned and scheduled in advance by the Program Director.

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

**Eligibility/Other Requirements:** This role requires you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the ACT Health Directorate. To be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

**Note:** This is a temporary position available immediately until 27 January 2023 with the possibility of an extension and/or permanency. It is important that you can commit to this full period.

Depending on the skills and experience of the candidate, the position may come with an Attraction and Retention Incentive (ARIn) for the two-year program period. The ARIn will be reviewed every 12 months where the ARIn may be terminated or adjusted under the terms of the ARIn policy. To continue payment the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The value of such ARIn would be negotiated as part of the selection process. A merit pool will be established from this selection process and may be used to fill future vacancies within the Program over the next 12 months.

**How to Apply:** Please submit a response which addresses the Selection Criteria of no more than three pages, your curriculum vitae, and contact details of at least two referees, one of whom should be your current manager.

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

Contact Officer: Travis Wu (02) 5124 9845 [travis.wu@act.gov.au](mailto:travis.wu@act.gov.au)

**Health Systems, Policy and Research**

**Public Health Protection and Regulation**

**Health Protection Service**

**Exemptions Officer, Public Health Risk Assessment Team**

**Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 48698, several)**

Gazetted: 29 April 2021

Closing Date: 13 May 2021

**Details:** The ACT Health Directorate has established a Public Health Risk Assessment Team within the COVID-19 Response Team in the Office of the Chief Health Officer to assess all exemption applications which are submitted in accordance with a Public Health Emergency Direction. The Team manages exemptions for returned overseas and interstate travellers, businesses and events. The Directorate is looking for two highly efficient and dedicated staff to join the Team. We are seeking individuals with highly developed analytical skills, ability to make sound

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

**Eligibility/Other requirements:** The work is demanding and on occasion will require weekend and shift work. The work is onsite at the ACT Health Directorate offices located at Bowes Street, Woden.

**Notes:** There is two temporary position available immediately until 31 December 2021 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:** If you are interested in joining this dynamic team, you can apply by providing a written statement of no more than two pages addressing the Capabilities, along with your curriculum vitae and contact details for two referees, one being your current supervisor.

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

Contact Officer: Kirsty Whybrow (02) 5124 6142 [kirsty.whybrow@act.gov.au](mailto:kirsty.whybrow@act.gov.au)

### **ACT Teacher Quality Institute**

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

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

#### **Coordinator, Digital Services**

**Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 33254)**

Gazetted: 04 May 2021

Closing Date: 11 May 2021

**Details:** Are you interested in raising the professionalism of the ACT teaching workforce? The ACT Teacher Quality Institute is seeking applications for the position of Coordinator of Digital Services.

Located in Bruce, the team at TQI is looking for someone to maintain and further develop a sophisticated online management system that supports ACT teachers meet their legislative requirements.

The successful candidate will have well developed interpersonal and communication skills, sound team management skills and high-level experience in managing a range of digital reporting, business and file management 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:**

Relevant tertiary qualifications and experience will be highly regarded.

Experience with TRIM (or similar EDRMS) and Microsoft CRM Dynamics will be highly regarded.

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

**How to Apply:** Please submit a pitch addressing the Selection Criteria in the attached Position Description. Please also submit a current curriculum vitae.

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

Contact Officer: Claudia Hale (02) 6205 8207 [Claudia.Hale@act.gov.au](mailto:Claudia.Hale@act.gov.au)

### **Calvary Public Hospital Bruce**

**Division: Medical Officer**

**Position Title: Senior Resident**

**Classification: Senior Resident Medical Officer 1-3 \$96,053-\$117,534 Canberra LP7238**

Gazette Date: 29 March 2021

Closing Date: 10 May 2021

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

Reference Number: 15334

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

Contact Officer: Miffany Callan (02) 6201 6798 [miffany.callan@calvary-act.com.au](mailto:miffany.callan@calvary-act.com.au)

**Division: Supply**

**Position Title: Store Person**

**Classification: Health Services Officer 4 \$salary - \$salary,\* Canberra (LP7436)**

Gazette Date: 05 May 2021

Closing Date: 13 May 2021

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

Reference Number: 15573

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

Contact Officer: Cobus Wentzel (02) 6201 6132 [cobus.wentzel@calvary-act.com.au](mailto:cobus.wentzel@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](mailto:jobs@act.gov.au)**

**Chief Executive Officer**

**Resident Medical Officer 1-4 \$87,559 - \$117,534, Canberra (PN: 51263)**

Gazetted: 05 May 2021

Closing Date: 19 May 2021

**Our Vision:** creating exceptional health care together

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

**About us:**

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

CHS administers a range publicly funded health facilities, programs and services including but not limited to: The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

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

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 and alcohol and drug services.

**Overview of the Work Area and Position**

The Clinical Health Emergency Coordination Centre (CHECC) is responsible for leading the clinical services response to the COVID-19 pandemic for the ACT, including the development of a whole of health services plan and coordination of any operational response.

The Clinical Health Emergency Coordination Centre (CHECC), under the direction and leadership of the Deputy Health Controller, coordinates, enables and facilitates the Chief Health Officer's ability to manage the COVID-19 pandemic by providing clinical advice, clinical direction, effective and consistent standards, best practice and the provision of health services to the ACT and other surrounding regions during the COVID-19 Pandemic. In doing this the CHECC aims to:

Protect patients and consumers;

Protect health workers; and

Protect the community.

**Eligibility/Other Requirements:**

**Mandatory:**

Relevant clinical qualifications plus a minimum of one-year experience working professionally.

Be registered 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 is a temporary position available for 11 months with the possibility of extension

Contact Officer: Imogen Mitchell (02) 51244700 [imogen.mitchell@act.gov.au](mailto:imogen.mitchell@act.gov.au)

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

### **Office Chief Psychiatrist**

**Specialist 1-5 / Senior Specialist \$180,732 - \$244,175, Canberra (PN: 40693, several)**

Gazetted: 05 May 2021

Closing Date: 14 June 2021

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

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

### **About us:**

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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.

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

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University.

All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks. The preferred candidate maybe considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and clinical/ research matters to Canberra Health Services.

For more information in relation to conjoint positions with the ANU please contact Professor Zsuzsoka Kecskes, Director, ANU Medical School (02) 6125 2622 [dean.medicalschool@anu.edu.au](mailto:dean.medicalschool@anu.edu.au)

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

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

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### **Position Overview:**

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Forensic Mental Health Services provides services to:

- Alexander Maconochie Centre (AMC) prison with over 500 inmates via Acute Response and Case Management Teams in the Custodial Mental Health settings.
- Bimberi Youth Detention Centre
- Secure Mental Health 10 acute bed and 15 subacute bed inpatient unit
- Community transition rehabilitation and reintegration 10 bed unit

The successful applicant will have accredited forensic psychiatry or equivalent training and specialist experience and skills relevant to both inpatient and community services, including the provision of Electroconvulsive Therapy (ECT) services.

**About You:**

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

**Position Requirements/Qualifications:**

**Relevant:** Registration or be eligible for registration as a medical practitioner with the Australian Health Practitioner Regulation Agency (AHPRA), Fellowship of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) or equivalent specialist qualifications and evidence of satisfactory participation on the RANZCP Continuing Professional Development Program is mandatory.

- Knowledge of the *Mental Health Act 2015* and other related legislations is desirable.
- Current driver's licence is preferred
- Note: - The successful applicant will need to be available for occasional weekend and after-hours work.
- Have an understanding of how the [National Standards and Quality Health Service \(NSQHS\)](#) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

**Prior to commencement successful candidates will be required to:**

- Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC).
- Undergo a pre-employment Police check.
- Registration under the ACT *Working with Vulnerable People Act 2011*
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.
- 

**Note:** Reimbursement of relocation costs may be available if you are the successful candidate. Applications put forward by a recruitment agency will be considered, however if a referred applicant is found suitable Canberra Health Services will not enter into a contractual arrangement with the recruitment agency or pay any service fees that may apply. Total Remuneration Package: \$280,553 - \$378,497 inclusive of salary, applicable allowances and 11.5% super. (Starting salary will be negotiated within this classification for the successful candidate, depending on experience and expertise).

Group Attraction and Retention Incentive: \$50,000 - \$75,000

Please note: The ARIn will be reviewed every 12 months where the ARIn may be terminated or adjusted under the terms of the ARIn policy. To continue payment the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The maximum combined salary and ARIn amount for this position is \$462,122

Contact Officer: Dr Ahmed Mashhood Clinical Director, Forensic Mental Health Services (02) 5124 1819  
[ahmed.mashhood@act.gov.au](mailto:ahmed.mashhood@act.gov.au)

**Chief Executive Officer**

**Resident Medical Officer 1-4 \$87,559 - \$117,534, Canberra (PN: 51263)**

Gazetted: 05 May 2021

Closing Date: 19 May 2021

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Undergo a pre-employment National Police check.

**Note:** This is a temporary position available for 11 months with the possibility of extension.

Contact Officer: Imogen Mitchell (02) 51244700 [imogen.mitchell@act.gov.au](mailto:imogen.mitchell@act.gov.au)

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##### **Office Chief Psychiatrist**

**Specialist 1-5 / Senior Specialist \$180,732 - \$244,175, Canberra (PN: 40693, several)**

Gazetted: 05 May 2021

Closing Date: 14 June 2021

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**Position Requirements/Qualifications:**

**Relevant:** Registration or be eligible for registration as a medical practitioner with the Australian Health Practitioner Regulation Agency (AHPRA), Fellowship of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) or equivalent specialist qualifications and evidence of satisfactory participation on the RANZCP Continuing Professional Development Program is mandatory.

- Knowledge of the *Mental Health Act 2015* and other related legislations is desirable.
- Current driver's licence is preferred
- Note: - The successful applicant will need to be available for occasional weekend and after-hours work.
- Have an understanding of how the [National Standards and Quality Health Service \(NSQHS\)](#) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

**Prior to commencement successful candidates will be required to:**



- Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC).
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- Registration under the ACT *Working with Vulnerable People Act 2011*
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

**Note:** Reimbursement of relocation costs may be available if you are the successful candidate. Applications put forward by a recruitment agency will be considered, however if a referred applicant is found suitable Canberra Health Services will not enter into a contractual arrangement with the recruitment agency or pay any service fees that may apply. Total Remuneration Package: \$280,553 - \$378,497 inclusive of salary, applicable allowances and 11.5% super. (Starting salary will be negotiated within this classification for the successful candidate, depending on experience and expertise).

Group Attraction and Retention Incentive: \$50,000 - \$75,000

Please note: The ARIn will be reviewed every 12 months where the ARIn may be terminated or adjusted under the terms of the ARIn policy. To continue payment the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The maximum combined salary and ARIn amount for this position is \$462,122

**Contact Officer:** Dr Ahmed Mashhood Clinical Director, Forensic Mental Health Services (02) 5124 1819

[ahmed.mashhood@act.gov.au](mailto:ahmed.mashhood@act.gov.au)

## Medical Services

### Medical Imaging

#### Director of Allied Health

#### Medical Imaging Level 6 \$158,553, Canberra (PN: 24123)

Gazetted: 03 May 2021

Closing Date: 19 May 2021

Details: **Our Vision:** Creating exceptional health care together.

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

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

#### POSITION OVERVIEW

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) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

The Medical Imaging department is a part of the Medical Services Group which is comprised of the Physician Training Office, Healthcare Technology Management, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit, Pathology, Pharmacy and Library Services.

Medical Imaging provides state of the art diagnostic imaging, interventional radiology and nuclear medicine services on a 24-hour, seven day a week basis for patients in Canberra and the surrounding NSW catchment area. The service is committed to providing patients with cost-effective easily accessible subspeciality expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The Director of Allied Health is a senior member of the Medical Imaging leadership team and is accountable to the Clinical Director of Medical Imaging. The position is responsible for the performance of all Medical Imaging Modalities. This position is supported by six direct reports encompassing Medical Imaging Level 5 and 4 managers and has additional indirect reports ranging from Medical Imaging Level 2 to 3 Professionals.

The Director of Allied Health also has a professional reporting line to the Executive Director of Allied Health within CHS.

#### ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

#### Behavioural Capabilities

Lead, inspire motivate and develop people to achieve determined objectives

Interpersonal and negotiation skills.

Build and maintain key relationships and high-level effective communication skills  
A high level of personal drive to effect and influence.

**Eligibility/Other Requirements:**

Relevant Medical Radiation or Sonography tertiary qualifications and a minimum of five years' experience working professionally in Medical Imaging is preferred.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Experience in leadership and management of a Medical Imaging department within a level six tertiary referral centre.

**Prior to commencement successful candidates will be required to:**

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

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: Apurv Garg (02) 5124 2528 Apurv.Garg@act.gov.au

**Chief Operating Officer Clinical Services**

**Women, Youth and Children**

**Registered Nurse**

**Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 20441, several)**

Gazetted: 30 April 2021

Closing Date: 14 May 2021

Details: Our Vision: Creating exceptional health care together.

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

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Overview of the work area and position

The Paediatric Service at the Centenary Hospital for Women and Children provides holistic, evidence-based quality care and advocacy for all children and adolescents in the ACT and surrounding areas with acute and chronic health needs.

The service is child and family centred, as we understand that the family is central to the successful delivery of health care. We believe in respect for each child and family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy.

The environment is child friendly and developmentally appropriate, with the opportunities for learning and play seen as fundamental. The environment is also safe, functional, and comfortable, with a bed for a parent to sleep in each room.

We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Paediatrics. You will meet undergraduate and post graduate nursing, allied health and medical students who are studying to gain qualifications, and we greatly value our strong

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**Behavioural Capabilities**

To be successful in this position, it is expected that the successful candidate will have the following attributes:

Strong organisational skills, including simultaneously managing and prioritising multiple issues, with a high degree of drive.

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.  
An ability to work respectfully in partnership with a range of stakeholders while simultaneously demonstrating leadership.

#### Eligibility/Other Requirements

##### Mandatory:

- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

##### Desirable:

- Registered Nurse with a minimum of one years' experience working professionally in Paediatrics is preferred.

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).

##### Notes

There are several temporary full-time (part-time will be considered) vacancies available for a period of six months with the possibility for extension.

The successful applicant will need to be available rotational shift work roster which includes weekends and night duty.

Contact Officer: Alison Moore (02) 5124 7395 [alison.moore@act.gov.au](mailto:alison.moore@act.gov.au)

## Canberra Health Services

### Cardiology

#### Cardiac Sonographer

#### Medical Imaging Level 4 \$121,435 - \$130,714, Canberra (PN: 46858)

Gazetted: 29 April 2021

Closing Date: 17 May 2021

Details: **Our Vision:** Creating exceptional health care together.

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#### POSITION OVERVIEW

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) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

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. 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.

#### About You

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

**Behavioural Capabilities**

Strong organisation and communication skills

Effectively both independently and as a member of a multi-disciplinary team

**Eligibility/Other Requirements:**

**Mandatory:**

Bachelor of Science Applied science.

Graduate Diploma in Medical Ultrasound (Cardiac).

Accreditation with the Australasian Sonographer Accreditation Registry (ASAR).

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

**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).

**Other:**

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

**Prior to commencement successful candidates will be required to:**

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police Check.

**Notes:** This is a temporary part-time position available for 11 months at (22.05) hours per week and the above full-time salary will be pro-rata. The workdays for this position are Wednesday, Thursday and Friday.

Contact Officer: Leah Giles (02) 5124 2692 leah.giles@act.gov.au

**Adult Community Mental Health Services**

**Home Assessment and Acute Response Team**

**Registered Nurse level 2 HAART**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 36317)**

Gazetted: 29 April 2021

Closing Date: 17 May 2021

Details: **Our Vision:** Creating exceptional health care together.

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

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

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

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

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

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

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

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

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

**Overview of the Work Area and Position**

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) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> MHJHADS provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance of well-being and harm minimisation. The participation of people access our service is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. MHJHADS delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's home. These services include:

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

Rehabilitation and Specialty Mental Health Services

The Adult Community Mental Health Services (ACMHS) provide services for people aged over 18 years with a strong focus on the provision of timely and effective mental health interventions in the community. ACMHS consists of Community Recovery Services operating from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Woden, Tuggeranong) and Access and Specialty Teams that provide specialised services such as triage and comprehensive assessment, therapies, assertive outreach, and acute response. 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.

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).

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#### **Behavioural Capabilities**

Good customer service skills to provide helpful and professional experiences to people who access the service

Administration skills to be able to provide quality work outputs

Organisational skills to be able to manage workload

#### **Eligibility/Other requirements:**

Relevant qualifications tertiary qualifications in Nursing with current registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a minimum of 24 months experience working professionally in mental health services.

The successful applicant will need to have a current driver's licence.

The successful applicant will need to be available for weekend, on call and after-hours work.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

#### **Prior to commencement successful candidates will be required to:**

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

Undergo a pre-employment National Police Check.

Provide referee report from current or previous line manager (if previous within the last 18 months)

**Notes:** HAART operates as an extended hour's service, operating seven days a week from 08:00 to 22:00 and the position holder will be required to work a rotating roster including morning, evening and weekend shifts, on call arrangements and public holidays.

Contact Officer: Peter Sheils (02) 5124 2212 [peter.sheils@act.gov.au](mailto:peter.sheils@act.gov.au)

## **Medical Services**

### **Pathology**

#### **Electron Microscopy Scientist**

**Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 26438)**

Gazetted: 03 May 2021

Closing Date: 17 May 2021

Details: **Our Vision:** Creating exceptional health care together.

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

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

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

#### **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 Anatomical Pathology Department routinely operates Monday – Friday. It encompasses Histology, Cytology, Electron Microscopy, Mortuary and Administration (medical secretaries). The Electron Microscopy section offers a reporting service for Pathologists on a wide range of case types.

Under direction from the Supervising Scientist and the Laboratory Manager/ Chief Scientist, you will provide a key role in the day to day operation of the Electron Microscopy Section of the Anatomical Pathology laboratory at The Canberra Hospital. CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are encouraged to apply.

#### **Behavioural Capabilities**

- Highly developed interpersonal and communication skills, both verbal and written, and the ability to deal with people at all levels of the organisation and external agencies.
- Excellent organisational skills.
- Proven ability to use initiative, prioritise and be adaptable when performing or administering tasks in a constantly changing and dynamic environment.
- Meticulous approach to their work and attention to detail.

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

##### **Mandatory:**

- A Medical Laboratory Science Degree or equivalent relevant qualification.
- Minimum of one year of relevant laboratory experience.

##### **Desirable:**

Be registered or be eligible for registration with the Australian Council for the Certification of the Medical Laboratory Scientific Workforce (ACCMLSW).

Experience in electron microscopy of biological samples.

Relevant post graduate qualifications relating to this field.

The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Have an understanding of National Association of Testing Authorities (NATA) accreditation requirements.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

#### **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).

**Notes:** This is a temporary position available for a period of 20 months with the possibility of extension and/or permanency.

Contact Officer: Mark Koina (02) 5124 2879 Mark.E.Koina@act.gov.au

## **Food Services**

### **Patients Services**

#### **Operations Officer**

**Health Service Officer Level 3 \$53,168 - \$54,896 (Retention Point CHS Only \$54,989), Canberra (PN: 23491, several)**

Gazetted: 30 April 2021

Closing Date: 18 May 2021

Details: **Our Vision:** Creating exceptional health care together.

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

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

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

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

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

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

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

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

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

#### **Overview of the Work Area and Position**

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

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

Food Service is organised into the following functional areas:

Food Service Administration.

Operation Support Services - Food preparation and Food Production.

Patient Services:

Meal Plating and Rethermalisation

Meal deliveries to patients

Menu monitors.

Cafeteria: Food, meals and drinks for staff and guests.

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

External sites: Dhulwa and other Community Centres.

#### **Behavioural Capabilities**

Strong communication and interpersonal skills and passionate about high quality customer service.

Flexibility and adaptability with a changing working environment to enable the provision of responsive services to meet clients' needs;

Strong organisational, coordination and planning skills and a focus on outcomes.

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

Relevant Food Industry recognized qualifications and a minimum of two years' experience working professionally in food services is preferred.

The successful applicant will need to be available for rotational morning, evening, weekend and public holiday shifts.

**Note:** Some position's will not be required to work shifts.

Current class C driver's licence.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

**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:** There is one permanent full-time position available, one permanent part-time at (21) hours per week and one permanent part-time at (20) hours per week available. The above full-time salary will be pro-rata.

Contact Officer: Ric Della-Torre (02) 6207 9194 ric.della-torre@act.gov.au

## **Clinical Services**

### **Medicine**

#### **Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 50810, several)**

Gazetted: 03 May 2021

Closing Date: 19 May 2021

Details: **Our Vision:** Creating exceptional health care together.

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

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

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

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

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

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are encouraged to apply.

#### **Behavioural Capabilities**

Ability to work independently and as part of a multidisciplinary team.

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.

High level leadership skills.

High level communication skills and the ability to critically think.

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

##### **Mandatory:**

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

##### **Desirable:**

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

Or

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

The successful applicant will need to be available for a 24-hour roster including weekends and night duty.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

#### **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).



## Notes

There are several temporary positions available for a period of 11 months with the possibility of extension. An order of merit list may be established to fill identical vacancies at level.

Contact Officer: Jennifer Rochow (02) 5124 3753 Jennifer.Rochow@act.gov.au

## Division of the Deputy Chief Executive Officer

### Territory Wide Surgical Services

#### Deputy Senior Manager

#### Senior Officer Grade A \$151,002, Canberra (PN: 51365)

Gazetted: 03 May 2021

Closing Date: 17 May 2021

Details: **Our Vision:** Creating exceptional health care together.

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**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.

#### Overview of the work area and position

The Deputy Senior Manager, Territory Wide Surgical Services holds a senior leadership position within the Division of the Deputy Chief Executive Officer. The Deputy Senior Manager administers Territory Wide Surgical Services, which includes the Central Waiting List. The Deputy Senior Manager is responsible with the Director of Nursing for the physical, fiscal, and human resources and the provision of a patient centred approach to ensure timely access to surgery and other services as required across the Australian Capital Territory.

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#### Behavioural Capabilities

Strong organisational, communication and interpersonal skills with a high degree of drive.

Innovation, adaptability, flexibility, and resilience to accommodate change and provide responsive services to meet client's needs.

A strong focus on person centred care and commitment to quality outcomes.

#### Eligibility/Other Requirements

##### Mandatory:

Relevant tertiary qualifications in Health or a related discipline is preferred and eligibility for membership of the appropriate professional organisation. A minimum of ten years' experience working professionally in a Tertiary Health Care Service and/or five years' experience managing elective surgery waitlists is preferred.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

##### Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Andrew Mitchell 0481 013 405 Andrew.W.Mitchell@act.gov.au

## Clinical Services

### Clinical Services

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

#### Child and Adolescent Mental Health

#### Manager

#### Health Professional Level 4 \$110,397 - \$118,832, Canberra (PN: 25282)

Gazetted: 03 May 2021

Closing Date: 17 May 2021

Details: **Our Vision:** Creating exceptional health care together.

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

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

**Overview of the work area and position**

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) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first on set psychosis.

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

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

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

**About Us**

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**Behavioural Capabilities**

To be successful in this position, it is expected that the successful applicant will have the following attributes:

Strong Organisation Skills with a high degree of drive.

Adaptability and flexibility to accommodate change and provide responsive services to staff and clients.

Team work and ability to work collaboratively as part of a management team.

**Eligibility/Other Requirements:**

Relevant Tertiary qualifications in either Social work, Psychology or Occupational Therapy and a minimum of five years' experience working professionally in a health setting is preferred.

The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

**Prior to commencement successful candidates will be required to:**

Comply with CHS credentialing and Scope of Clinical practice requirements for allied health professionals.

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

Undergo a pre-employment National Police Check.

Be available to work within all program areas of CAMHS as the service needs arise

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

Contact Officer: Catherine Furner (02) 51241652 [catherine.furner@act.gov.au](mailto:catherine.furner@act.gov.au)

**Clinical Services**

**Clinical Services**

**Medicine**

**Diabetes Service**

**Clinical Nurse Consultant**

**Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 26327, several)**

Gazetted: 03 May 2021

Closing Date: 19 May 2021

**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.

**Overview of work area and position**

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) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

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. Consumers seen include adolescents and adults with type 1 and type 2 diabetes and women with hyperglycaemia in pregnancy (HIP).

The Clinical Nurse Consultant (CNC) position will work within the Diabetes Service to provide expert clinical advice to consumers, carers, and other health professionals within a defined specialty through the delivery of specialist consultant service which develops, implements, and evaluates care management plans for consumers with complex health needs. The CNC will demonstrate critical thinking and reasoning, advanced problem-solving skills, and expert clinical judgement in relation to diabetes nursing.

The CNC will provide leadership in the ongoing development of clinical practice and initiate and utilise findings of research in the provision of clinical services. They will contribute to the development and delivery of specialty related education programs.

The CNC role will provide major aspects of a consumer's diabetes care, including comprehensive skilled clinical assessment, physical examination and consumer education including for preventative care. The role will require work in both inpatient and outpatient settings within CHS.

The CNC will work in collaboration with the interdisciplinary team of Endocrinologists, Allied Health Professionals, General Practitioners, other Medical Specialists and Junior Medical Staff. The Clinical Nurse Consultant 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 CNC will be responsible professionally to the Clinical Nurse Lead, Diabetes Service, and the Assistant Director of Nursing Diabetes and Renal, Division of Medicine.

**ABOUT YOU**

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are encouraged to apply.

**Behavioural Capabilities**

Highly motivated with strong organisational and time management skills

Capacity to contribute to a positive, strong, and cohesive interprofessional culture, with developed leadership skills Adaptability and flexibility to manage changes in demand

Personal and professional integrity

**Eligibility/Other Requirements:**

Relevant tertiary qualifications and a minimum of five years' experience working professionally in diabetes education is preferred. Required to be an Australian Diabetes Educators Association (ADEA) credentialed diabetes educator.

Understand how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

**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.

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

Undergo a pre-employment National Police Check.

Contact Officer: Lynelle Boisseau 02 51247929/0435446516 [lynelle.boisseau@act.gov.au](mailto:lynelle.boisseau@act.gov.au)

**Receptionist Surgical Bookings**

**Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 29730, several)**

Gazetted: 05 May 2021

Closing Date: 21 May 2021

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

Overview of the work area and position

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

These Units are supported by administration support officers.

The Surgical Bookings Department maintains the Elective Surgery Waiting List (ESWL) for the Canberra Hospital and co-ordinates theatre bookings and associated equipment requirements for individual surgical specialties.

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are encouraged to apply.

#### **Behavioural Capabilities**

To be successful in this position, it is expected that the successful candidate will have the following attributes:

Strong organisational skills with a high degree of drive.

Adaptability and flexibility to accommodate change and provide a responsive service.

A commitment to the provision of high-quality customer service.

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

##### **Desirable:**

Experience with Dictaphone typing.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

Undergo a pre-employment Police check.

##### **Notes**

There are several temporary positions available for a period of six months with the possibility of extension. An order of merit list may be established to fill identical vacancies at level.

Contact Officer: Michelle Paul (02) 5124 4175 Michelle.Paul@act.gov.au

#### **People and Culture**

##### **Workforce Capability**

##### **Clinical Nurse Educator Advanced Life Support**

**Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 46375)**

Gazetted: 04 May 2021

Closing Date: 13 May 2021

Details: **Our Vision:** Creating exceptional health care together.

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

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

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

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

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

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

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

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

Workforce Capability (WC) is the largest area of training within Canberra Health Services (CHS), reporting to the Executive Group Manager of People and Culture. WC is located on the Canberra Hospital Campus and provides a key coordination role for learning and development (LandD) in CHS. WC provides education and training for clinical, technical, and administrative staff in a broad range of programs which are based on the needs of the organisation and our consumers, as well as valuing the needs of staff. WC develops many of the eLearning programs and manages the learning management system (LMS), reporting and policies for most of the education/training in Canberra Health Services. WC manages the systems, reporting and procedures for education and training in CHS. This position reports to the Senior Director of WC.

The purpose of this role is to work in partnership with clinical teams from across the health service to ensure the delivery safe and effective care to deteriorating health care consumers. The role coordinates advanced and basic Life support education and training and simulated practice for the inter-professional workforce. This position reports to the Assistant Director of SDU.

In this position, you will fulfill a quality and safety role consistent with the CHS "Exceptional Care Framework". You will work as part of an inter-professional education team and with key life support stakeholders to provide leadership, support and advice about life support training and practice.

**Eligibility/Other Requirements:**

**Behavioural Capabilities**

To be successful in this position, it is expected that the successful candidate will have the following attributes:

Strong customer service and leadership skills;

Strong organisational and communication skills to work with diverse clinical stakeholders to provide training and education including simulation within work units;

Ability to provide flexible training to inter-professional groups;

Understands strategic thinking and applies it to achieve key quality and safety objectives.

**Position Requirements/Qualifications:**

**Mandatory:**

Current un-conditional registration or eligibility for un-conditional registration as a Registered Nurse and with Australian Health Practitioners Regulatory Agency.

Recent clinical experience in a critical care nursing.

A current certificate as an Advanced Life Support Instructor from a recognised external training organisation.  
Sound understanding of the principles of education and adult learning.  
Experience in the development and facilitation of simulated learning and assessments including clinical debrief.

**Desirable:**

Commitment and accountability to own learning, development and practice with postgraduate qualifications in critical care nursing and/or education with extensive relevant experience.

Certificate IV Training and Assessment or equivalent and experience in teaching is desirable

Competent in Paediatric Life Support

A sound understanding of Microsoft Suite in particular Excel and the use of spreadsheets

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

**Note prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

**Note:** This is a part-time temporary position available for a period of 12 months at 32 hours per week (up to full time hours considered)

**For more information on this position and how to apply “click here”**

Contact Officer: Deborah Moore (02) 5124 7057 [deborah.moore@act.gov.au](mailto:deborah.moore@act.gov.au)

**Clinical Services**

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

**Office Chief Psychiatrist**

**Director of Electroconvulsive Therapy**

**Specialist Band 1 - 5/Senior Specialist \$180,732 - \$244,175, Canberra (PN: 47564)**

Gazetted: 04 May 2021

Closing Date: 17 May 2021

**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

**About us:**

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

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

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

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

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 and Alcohol and Drug Services.

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

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University.

All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks.

The preferred candidate maybe considered for a conjoint position in ANU at an academic level commensurate with the candidate’s qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to

the University position. The employee will be responsible to the University on academic matters and clinical/research matters to Canberra Health Services.

For more information in relation to conjoint positions with the ANU please contact Professor Zsuzsoka Kecskes, Director, ANU Medical School (02) 6125 2622 [dean.medicalschool@anu.edu.au](mailto:dean.medicalschool@anu.edu.au)

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

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

<https://canberra.com.au/work/>

**Position Overview:**

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) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

Adult Acute Mental Health Services (AAMHS) provides voluntary and involuntary psychiatric care and treatment for people with a mental illness who require hospitalisation.

Services include:

Adult Mental Health Unit (Canberra Hospital) and Acacia Ward (Calvary Hospital) provide a safe and supportive environment for people receiving short term individualised care with acute mental illness or disorder to return to the community.

Mental Health Short Stay Unit (Canberra Hospital) provides a safe environment for people experiencing a mental health crisis.

Mental Health Consultation and Liaison (Canberra Hospital and Calvary Hospital) provides a comprehensive consultation and liaison service to inpatients in the general hospital as well as mental health triage, crisis and risk assessment, treatment, education, and management planning to patients at the Emergency Department, Canberra Hospital.

This position is a territory wide role and will have responsibilities across CHS and Calvary Hospital.

The successful applicant will have specialist experience in General Psychiatry or Subspecialty areas of Psychiatry, and skills relevant to both inpatient and community services, including the provision of ECT services.

**About You:**

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

**Behavioural Capabilities:**

Adaptability and flexibility to accommodate change.

Critical thinking skills.

Communication skills and the ability to develop and maintain networks.

Adapt quickly to a changing environment.

**Position Requirements/Qualifications:**

Relevant: Registration or be eligible for registration as a medical practitioner with the Australian Health Practitioner Regulation Agency (AHPRA), Fellowship of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) or equivalent specialist qualifications and evidence of satisfactory participation on the RANZCP Continuing Professional Development Program is mandatory.

Knowledge of the *Mental Health Act 2015* and other related legislations is desirable.

Current driver's licence is preferred

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

**Prior to commencement successful candidates will be required to:**

Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC).

Undergo a pre-employment National Police check.



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

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

**Note:** Reimbursement of relocation costs may be available if you are the successful candidate. This is a permanent part-time 18 hours per week position. The successful applicant will be provided with 3-4 sessions a week to complete the duties required of this role and will need to be available for occasional weekend and after-hours work.

Total Remuneration Package: \$280,553 - \$378,497 inclusive of salary, applicable allowances and 11.5% super. (Starting salary will be negotiated within this classification for the successful candidate, depending on experience and expertise).

Group Attraction and Retention Incentive: \$50,000 - \$75,000. Please note: The ARIn will be reviewed every 12 months where the ARIn may be terminated or adjusted under the terms of the ARIn policy. To continue payment the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The maximum combined salary and ARIn amount for this position is \$462,122.

Contact Officer: Florian Wertenauer (02) 5124 1700 Florian.Wertenauer@act.gov.au

## Clinical Services

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

#### Justice Health Services

#### Social Worker

#### Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 41044)

Gazetted: 04 May 2021

Closing Date: 18 May 2021

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#### Position Overview

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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.

The Social Worker will have an understanding of issues related to care and rehabilitation of patients with moderate to severe mental illness and complex comorbid issues including trauma, psychosocial disadvantage, substance use, personality disorder, and criminal offending.

To be successful in this role you will have a sound understanding of the legislation relevant to forensic mental health and be able to communicate effectively with relevant government and non-government agencies engaged with the public mental health system.

The Social Worker is responsible for promoting client outcomes through the provision of high-quality clinical services across both acute and rehabilitation settings and by collaborative working in a multidisciplinary team. Justice Health's inpatient services provide intensive social work services to patients across three units on two sites at Symonston and Bruce.

#### About You

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and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are encouraged to apply.

**Behavioural Capabilities**

Interest in mental health care and the principles of the recovery model.

Effective communication and interpersonal skills.

Ability to relate to people of varied backgrounds.

**Eligibility/Other Requirements**

Relevant social work qualifications and a minimum of two years' experience working professionally in is preferred.

Degree in Social Work

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

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

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

**Desirable**

Previous experience in mental health service or forensic/custodial service.

Previous experience in an inpatient mental health facility.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment Police check.

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

Comply with CHS credentialing requirements for allied health.

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

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

Contact Officer: Camille Falkiner (02) 5124 1813 [camille.falkiner@act.gov.au](mailto:camille.falkiner@act.gov.au)

**Clinical Services**

**Medicine**

**Diabetes Service**

**Advanced Practice Nurse**

**Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 51330)**

Gazetted: 04 May 2021

Closing Date: 20 May 2021

Details: **Our Vision:** Creating exceptional health care together.

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**Overview of work area and position**

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) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

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 Advanced Practice Nurse will provide expert knowledge and skills to support extension to practice and the development of therapeutic and evidence-based nursing interventions within the Diabetes Service with a focus on women with HIP.

To provide holistic care the APN will work collaboratively with the interdisciplinary team consisting of endocrinologists, obstetricians, midwives, allied health professionals, general practitioners, junior medical staff and other specialists.

The intention of this role is to transition to a Nurse Practitioner via a career advancement pathway, should the candidate meet the scope of practice and credentialing requirements of CHS in accordance with the *ACT Health Act 1993*.

The Advanced Practice Nurse will be responsible to the Clinical Nurse Lead, Diabetes Service.

#### **About You**

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

#### **Behavioural Capabilities**

Highly motivated with strong organisational and time management skills.

Capacity to contribute to a positive, strong and cohesive interprofessional culture.

Adaptability and flexibility to manage changes in demand.

Personal and professional integrity.

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

This role is intended to provide a career pathway for the position to transition to a Nurse Practitioner in Diabetes.

Applicants must have commenced their Nurse Practitioner in Diabetes to be eligible for this position.

A minimum of five years' experience working in diabetes education is preferred.

Required to be an Australian Diabetes Educators Association (ADEA) credentialed diabetes educator.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

#### **Prior to commencement successful candidates will be required to:**

Undergo credentialing by the Nursing and Midwifery Credentialing and Scope of Clinical Practice Committee.

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

Undergo a pre-employment National Police Check.

Contact Officer: Lynelle Boisseau 0435 446 516 [lynelle.boisseau@act.gov.au](mailto:lynelle.boisseau@act.gov.au)

#### **Food and Sterilising**

##### **Sterilising Services**

##### **Training and Development Manager**

**Technical Officer Level 3 \$75,985 - \$85,873, Canberra (PN: 11741)**

Gazetted: 04 May 2021

Closing Date: 20 May 2021

Details: Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

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

This role is for Production, Preparation and Stores Area.

The Infrastructure and Health Support Services (IHSS) is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations. Food and Sterilising Services is a branch of IHSS which is responsible for Sterilising services and Food Services for Canberra Health Services. Under limited the Director of Sterilising Services is responsible for the overall vision, leadership and management of Sterilising services, ensuring compliance with national standards in all areas of operation, team management, recruitment, procurement, monitoring of maintenance, repairs, inventory management, financial accountability, including customer relations, and ensuring a patient focused quality product and service are delivered to each customer.

Sterilising Services provides sterilising services to Canberra Hospital (CH), Calvary Public Hospital Bruce (CPHB) and some private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising of Reusable Medical Devices (RMDs). Sterilising Services provides reprocessing of RMDs, purchasing, instrument repairs and maintenance.

Sterilising Services is organised into the following functional areas:

Sterilising Services at Mitchell, including management and administration.

Sterilising Unit at CH.

Sterilising Unit at CPHB.

Central Reprocessing Unit (CRU) at Gastroenterology and Hepatology at CH.

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**Eligibility/Other Requirements:**

**Mandatory:**

Certificate III in Sterilising.

**Desirable:**

Certificate IV in Sterilising.

Certificate IV Training and Assessment

A minimum five years' experience

Current class C driver's licence.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfill the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering with Consumers Framework and all other related Frameworks.

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

**Note**

Selection may be based on application and referee report only.

Contact Officer: Aishwarya Konakalla (02) 5124 3146 [Aishwarya.konakalla@act.gov.au](mailto:Aishwarya.konakalla@act.gov.au)

**Clinical Services**

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

**Child and Adolescent Mental Health Services**

**Eating Disorders Service Co-ordinator**

**Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 51645, several)**

Gazetted: 04 May 2021

Closing Date: 20 May 2021

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**Position Overview**

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The Eating Disorder Clinical Hub is a specialist outpatient tertiary service that provides assessment and treatment for children, adolescents and adults who are experiencing an eating disorder as their primary presenting issue. The Eating Disorder Clinical Hub also, provides education and training, coordination, and system integration to strengthen eating disorders services across the Territory.

Under the direction of the Senior Manager of the Eating Disorders Clinical Hub, the Service Co-ordinator will provide clinical leadership, service planning and coordinate timely access to Eating Disorder Services. This role will also ensure that health and community-based services have, and are familiar with, the mechanisms for referral, processes for specialist consultation and escalation of care options, as well as training and supervision. This position will be required to work across the life span, subspecialty, and service setting.

Service Co-ordinators within the unit will be actively involved in professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team. The Eating Disorder Clinical Hub team is made up of multi-disciplinary mental health professionals who work within a recovery framework.

Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

**About You**

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**Behavioural Capabilities**

Commitment to achieving positive outcomes for all people and their families and carers.

Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.

High level written and oral communication skills. Additionally, ability to communicate at different levels with multiple stakeholders i.e. from consumers to other health professionals.

**Position Requirements/Qualifications:**

**Mandatory for all disciplines:**

Relevant degree in social work/psychology/occupational therapy qualifications and a minimum of three years' post-qualification experience working professionally in respective field, five plus years' post qualification experience is preferred.

A current driver's Licence.

**Occupational Therapists** must be registered or eligible for registration with Occupation Therapy Board of Australia and eligible for professional membership of Occupational Therapy Australia.

**Psychologists** must be registered or be eligible for general registration as a Psychologist with Australian Health Practitioner Regulation Agency (AHPRA).

**Highly Desirable for Psychology:**

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

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

**Social workers** must have professional membership or be eligible for professional membership of the Australian Association of Social Workers (AASW) and must have registration under the *ACT Working with Vulnerable People Act 2011*

**Highly desirable for all disciplines:**

Experience and or knowledge of Eating Disorders

Experience working with children, young people, and adults with a Mental Illness.

The successful applicant will need to be available for occasional after-hours work, with access to time off in lieu.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

**Prior to commencement successful candidates will be required to:**

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

Undergo reference checks.

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

Undergo a pre-employment National Police Check.

**Note:** There are two permanent positions available. One full-time at (36:45) hours per week and one part-time at 29:40 hours per week the full-time salary noted above will be pro-rata.

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

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

**Occupational Therapy**

**Rehab Allied Health**

**Allied Health Assistant**

**Allied Health Assistant 2 (Qualified) \$54,988 - \$61,221 (up to \$63,043 depending on qualification level), Canberra (PN: 40155)**

Gazetted: 05 May 2021

Closing Date: 21 May 2021

Details: **Our Vision:** Creating exceptional health care together.

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**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) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

#### **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, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Services values: Reliable, Progressive, Respectful and Kind. The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of ACT Health's network of health facilities designed to meet the needs of our ageing and growing population.

The Occupational Therapy services within RACS are offered in community and inpatient settings including The Canberra Hospital and University of Canberra Hospital. We provide assessment and therapeutic intervention for a range of client populations in both rehabilitation and acute aged care. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. Under supervision of the Occupational Therapist, the Allied Health Assistant is responsible for providing day to day occupational therapy services to a range of patients within the acute age care wards at the Canberra Hospital. The position provides assistance in meeting the caseload requirements of the broader Occupational Therapy Team.

The Allied Health Assistant has direct clinical supervision from an Occupational Therapist and is supported by an experienced team of clinicians.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Strong organisational skills with a high degree of initiative

Adaptability and flexibility to accommodate change and provide responsive services to meet patients' needs.

Good communication and interpersonal skills and able to work with others in a team.

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

##### **Mandatory**

Certificate IV in Allied Health Assistance

Current Australian Driver licence

The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time. Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role. Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

##### **Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check

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

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

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

**Note:** This is a temporary position available for 12 months with the possibility of permanency. Part time-time hours will be considered and the above full-time salary will be pro-rata. A merit list will be established from this recruitment to fill any future permanent or temporary (of any duration up to two years) in a full-time or part-time capacity.

Contact Officer: Jane Lawrence (02) 5124 0073 [jane.lawrence@act.gov.au](mailto:jane.lawrence@act.gov.au)

## **Rehabilitation Aged and Community Services**

### **Occupational Therapist**

**Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 17699)**

Gazetted: 05 May 2021

Closing Date: 21 May 2021

Details: **Our Vision:** Creating exceptional health care together.

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

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

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

### **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 and 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.

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 Services' network of health facilities designed to meet the needs of our ageing and growing population

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

### **About You**

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly to apply.

### **Behavioural Capabilities**

Strong organisational skills with a strong work ethic.

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.

Excellent written and oral communication skills and the ability to liaise with a diverse range of stakeholders.

Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement.

Ability to work autonomously as well as part of a team.

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

#### **Mandatory:**

Degree in Occupational Therapy

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

Current Drivers licence

Minimum four years experience

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

#### **Prior to commencement successful candidates will be required to:**

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

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

Undergo a pre-employment National Police Check.

**Notes:** This is a temporary position available for 12 months with the possibility of extension. A merit list will be established from this recruitment to fill any future permanent or temporary (of any duration up to 2 years) positions in a full-time or part-time capacity.

Contact Officer: Jane Lawrence (02) 5124 0073 / (02) 5124 1212 jane.lawrence@act.gov.au

### **Clinical services**

#### **Secure Mental Health Inpatients**

#### **Dhulwa Mental Health Unit**

#### **Administrative Support - Secure Mental Health Inpatients**

#### **Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 41046)**

Gazetted: 03 May 2021

Closing Date: 19 May 2021

Details: **Our Vision:** Creating exceptional health care together.

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

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

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

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) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

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

The Dhulwa Mental Health Unit (DMHU) provides 24-hour, forensic 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.

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

DMHU offers 10 acute care beds and 15 rehabilitation beds and the GMHU has 10 beds for community transition. Reporting to the Administration Manager it is expected that in this position you will provide administrative support to the clinical team with a focus on providing quality customer service. All staff are required to undertake professional development activities, and participate in supervision, quality initiatives and contribute to the multidisciplinary team processes.

#### **ABOUT YOU**

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive with a commitment to achieving positive outcomes.

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs

Sensitivity and understanding with a non-judgemental attitude

Ability to manage confidential and sensitive information

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

Knowledge of Canberra Health Service internal software packages

Current driver's licence is preferred but not mandatory

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

#### **Prior to commencement successful candidates will be required to:**

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

Undergo a pre-employment National Police Check.



**Note:** The working hours for this position are 8.30am – 4.51pm. This position is not required to wear a uniform however a uniform is available if preferred.

Contact Officer: Casey Shaw (02) 5124 1851 casey.shaw@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](mailto:jobs@act.gov.au)**

#### **CIT Corporate Services**

#### **CIT Student Information Management Systems**

#### **Banner Business/Functional Analyst**

#### **Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 18397)**

Gazetted: 05 May 2021

Closing Date: 19 May 2021

**Details:** An exciting opportunity exists for a Business/Functional Analyst in the Student Management Systems Team at the Canberra Institute of Technology (CIT). Working with highly skilled Functional Analysts, you will be required to contribute to the analysis of issues arising with the functionality and use of CIT's Student Information Management System (the Banner System), assist in the design and development of specifications for solutions and conduct testing. You will also be required to contribute to the design and production of standard and ad-hoc reports to internal and external clients using Structured Query Language (SQL) tools such as SQL developer and the Argos reporting tool.

CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

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

Experience with Student Information Management Systems such as Banner and the Argos reporting tool will be highly regarded.

**Notes:** This is a temporary position available immediately until 11 October 2021 with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Applicants are required to address the Selection Criteria in the Position Description (maximum four pages) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide Referee Reports at a later date.

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

Contact Officer: Peadar Oloughlin (02) 6207 4120 Peadar.OLoughlin@cit.edu.au

#### **CIT Corporate Services**

#### **CIT Facilities**

#### **Senior Manager, Facilities**

#### **Senior Officer (Technical) Grade B \$130,018 - \$146,368, Canberra (PN: 51624)**

Gazetted: 03 May 2021

Closing Date: 19 May 2021

**Details:** Canberra Institute of Technology (CIT) is seeking applications for the position of Senior Facilities Manager. This is an exciting opportunity to lead a professional, diverse and dynamic team working across multiple locations. We are looking for an experienced leader to manage planned and reactive maintenance, asset management, utilities and contracts and leasing across all CIT campuses. The role provides an unparalleled opportunity to play a key role in ongoing campus renewal and modernisation projects, including state of the art facilities at a new Woden campus.

The position is responsible for procurement and contract management activities and managing facilities team staff and contractors to ensure a healthy, safe, inclusive and productive workplace. The successful candidate will have a demonstrated passion for working openly and in collaboration to build productive, enduring and effective



relationships that drive performance and delivery. We are calling for accomplished communicators with a proven ability to adapt and work with flexibility, agility and integrity both individually and as part of a team. A methodical, organised approach to work with the proven capacity to achieve business outcomes and priorities in a fast-paced environment is critical.

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

**Eligibility/Other Requirements:**

**Mandatory:** An associate diploma from an Australian technical and further education (TAFE) institution or equivalent in a relevant field; or significant building, infrastructure knowledge and/or project management.

**Desirable:** A trade qualification and/or minimum five years experience in building services maintenance. Hold a current drivers' licence.

**How to Apply:** Applicants are to submit a response of no more than two pages addressing the Selection Criteria and include a copy of a current curriculum vitae.

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

Contact Officer: Ivan Radic (02) 6207 3521 [ivan.radic@cit.edu.au](mailto:ivan.radic@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](mailto:jobs@act.gov.au)

**Commercial services and infrastructure group**

**ACT Property Group**

**Finance**

**Senior Finance Officer**

**Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 25300)**

Gazetted: 05 May 2021

Closing Date: 19 May 2021

**Details:** Do you have a background in Finance and are inspired to lead a team of financial officers? This position could be for you. This is a team leader role within the operational finance team, supervising finance officers and providing day to day direction on Accounts Payable and Accounts Receivable activities.

This role is responsible for ensuring the financial transaction functions are completed to a high standard and level of accuracy. The role also provides guidance and advice to other staff on financial transactions and processes, and assists in preparing finance and transaction reports to business units.

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. 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 current driver's licence (car) is desirable.
- qualifications/experience in management, finance, accounting or other relevant areas 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: Ying Yuan (02) 6207 0077 ying.yuan@act.gov.au

## **Shared Services**

### **Finance Services**

#### **Salary Packaging**

##### **Assistant Salary Packaging Supervisor**

##### **Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 51601)**

Gazetted: 05 May 2021

Closing Date: 30 May 2021

**Details:** The Salary Packaging Team within Shared Services is seeking a highly motivated, energetic, and focused candidate to fill the Assistant Supervisor role within the team.

If you enjoy managing a great team of people, delivering quality customer service across the ACT Government, ensuring key deliverables have been met, in a fast-paced environment, then this is the job for you.

The services which the Salary Packaging Team offers ACT Government employees fringe benefits and this position involves a significant amount of customer and supplier interactions. The successful applicant will need to have well developed written and verbal communication skills to address customer queries. The Salary Packaging team works with a variety of priorities, therefore the successful applicant will be required to possess highly effectively organisation skills, assist team members with queries whilst ensuring the fortnightly deadlines are met. The successful applicant will play a key role in leading within a team environment.

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

**Notes:** An order of merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position may be selected on application and referees only.

**How to Apply:** Please provide a pitch of no more than three pages and should include responses to the Selection Criteria (what you require) in the Position Description, contact details of a least two referees and a current curriculum vitae.

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

Contact Officer: Desley Croker (02) 6205 7634 desley.croker@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.

## **Economic and Financial**

### **Economist/Econometrician**

##### **Administrative Services Officer Class 4-6 \$73,248 - \$100,388, Canberra (PN: 33764, several)**

Gazetted: 04 May 2021

Closing Date: 20 May 2021

**Details:** Several vacancies exist where you will be part of a small economics team. You will undertake econometric modelling and quantitative analysis to support forecasts of economic variables and revenue estimates that are published in the ACT Budget. You will prepare written material explaining and supporting these forecasts, and material documenting your quantitative approach. There will be opportunities to be involved in a range of projects in the area.

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

**Notes:** Applicants will be shortlisted for interview based on their written application. Applicants will be required to undertake a short interview as part of the assessment process. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

**How to Apply:** Applicants should submit a two-page pitch explaining why they are suitable for the role, addressing the Selection Criteria listed. Within the pitch they should specify which classification/s they are applying for. In addition, they should also submit a copy of their curriculum vitae.

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

Contact Officer: Paul Roberts (02) 6205 0660 Paul.Roberts@act.gov.au

## **ACT Insurance Authority**

### **Commercial Services and Infrastructure**

#### **Insurance Project Manager**

**Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 51264)**

Gazetted: 30 April 2021

Closing Date: 7 May 2021

**Details:** Do you have experience in delivering insurance functions in private or public sector environments? Do you have excellent analytical skills and find you thrive in an exciting, dynamic and fast-paced environment? Do you have strong interpersonal skills and enjoy working in a lively team, whilst also savouring the opportunities to work autonomously? Then this may well be the perfect job for you!

The ACT Insurance Authority is looking for someone to act as in the position Insurance Project Manager for a 6-month period with the possibility of extension. The successful candidate will provide support, guidance and advice to stakeholders in relation to general insurance matters and risk management, and support the delivery of the Territory's insurance and reinsurance program.

We are looking for a highly motivated individual who can demonstrate the ability to work in a team environment with limited supervision and demonstrate flexibility and willingness to learn.

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:**

##### **Highly Desirable**

Whilst not mandatory, the following knowledge/experience/qualifications would be highly regarded:

Experience delivering insurance programs (self-insurance or commercial insurance) for a large employer, insurer or insurance broker;

Experience in claims or liability management for a large employer, insurer or regulator;

Experience in legal services or tertiary qualifications in legal studies or partial completion of studies in this field.

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

**How to Apply:** Interested candidates are requested to submit a two-page pitch detailing how you are the right person for this opportunity. Use examples to demonstrate how your skills, knowledge, behavioural capabilities and experience are suitable to the role. Please attach your curriculum vitae and the contact details of two current referees.

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

Contact Officer: Izzie Gosling (02) 6205 2043 Izzie.Gosling@act.gov.au

## **Transport Licensing**

### **Licensing and Registration Administration**

#### **Client Service Officer**

**Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 32187)**

Gazetted: 03 May 2021

Closing Date: 17 May 2021

**Details:** Do you thrive on working in a busy, high pressure environment and enjoy juggling priorities?

The Licensing and Registration Administration team is a diverse, innovative and professional team of people who come from a wide variety of backgrounds and share a passion for road safety. We are looking for a hardworking, enthusiastic, considerate, methodical and motivated person to fill the role of Client Service Officer.

If you're a go getter who is confident in liaising with stakeholders and customers whilst managing competing priorities, then this is the role for you!

At Access Canberra, we are all about giving people easy access to ACT Government regulatory services, payments and information while offering great customer experience. We help community organisations, business and individuals work with the ACT Government and constantly look for new ways to deliver our services. The Licence and Registration Administration (LARA) Team specialises in supporting process development for legislation regulation and providing specialist Road Transport Authority (RTA) advice to the whole of Access Canberra. Additionally, LARA are responsible for processing RTA transactions that may be too complex to perform in a service centre or over the phone, this includes driver licence medical monitoring, court ordered driver licence sanctions and Public Vehicle Driver Licences.

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

**Notes:** A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position is located in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please submit a one page pitch (no more than 500 words) explaining why you're the best person for the role, outlining your relevant Skills, Knowledge and Behaviour against the Selection Criteria. Please also include your curriculum vitae and contact details of two referees.

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

Contact Officer: Kellie Seall (02) 6207 4319 Kellie.S@act.gov.au

## **Commercial Services and Infrastructure Group**

### **Strategic HR and Corporate**

### **Employee Relations and Work Health and Safety**

### **Health and Wellbeing Officer**

### **Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 51441)**

Gazetted: 30 April 2021

Closing Date: 19 May 2021

**Details:** Shared Services and Digital, Data and Technology Services employs 950 people and provides strategic, technical, tactical and transactional support for ICT, finance, human resource and commercial services to ACT Government Directorates. Strategic Human Resources and Corporate Branch provides advice and support to business units, with a focus on being a valued business partner.

Working within the Employee Relations and Work Health and Safety team, you will provide advice and support to managers and staff on a broad range of health and wellbeing matters from supporting ill and injured workers to return to the workplace to supporting a range of health and wellbeing initiatives.

To succeed in the role, you will need to have experience in a role relating to health and wellbeing with an in-depth knowledge of work health and safety matters. A sound understanding of the Work Health and Safety (WHS) Act and Safety, Rehabilitation and Compensation Act is essential, and a good understanding of employment frameworks will be highly regarded.

You will be required to have well developed liaison skills to establish and maintain effective workplace relationships and to effectively support and manage sensitive and confidential workplace matters. Your empathy, resilience and flexibility as well as strong interpersonal, analytical and organisational skills will set you up for success to manage a range of competing matters.

Furthermore, your well-developed written communication skills are essential in developing correspondence and briefs relating to staffing, health and wellbeing matters. Your sound judgement and ability to analyse information and recommend solutions to complex problems will enable you to achieve in this position.

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 qualifications in a WHS or Injury Management related discipline will be highly regarded while extensive experience in a WHS or Injury Management role is essential.

**Notes:** The duties of this position are able to be arranged to suit flexible start and finish times for full time hours or reasonable part time hours; subject to negotiation prior to commencement. 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:** After reviewing the "What you will do" and "What you require" sections in the Position Description, please provide a two page written response that provides evidence of your suitability to the role. Include examples that clearly demonstrate your relevant experience, Skills, Knowledge and Behavioural Capabilities.

Please also attach a current curriculum vitae and provide names/contact details for two referees (one of which, should be your current supervisor).

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

Contact Officer: Sonia Jackson (02) 6207 6132 Sonia.Jackson@act.gov.au

## Digital, Data and Technology Solution

### Customer Engagement Services Branch

#### ICT CMTED and JACS

#### Systems and Application delivery Officer

#### Information Technology Officer Class 2 \$87,715 - \$100,388, Canberra (PN: 03021)

Gazetted: 29 April 2021

Closing Date: 17 May 2021

**Details:** ICT, Technical and Application Support officer in ACT Government Digital, Data and Technology Solution.

Do you have experience in supporting a wide range of ICT business systems?

Are you a fixer and enjoy solving problems?

Can you work with a diverse range of stakeholders from technical teams and ICT Vendors to business users?

Can you deliver effective customer service?

The ICT CMTEDD and JACS team are seeking a motivated individual with a broad range of technical and customer communication skills to support a broad range of ICT business applications. You will work with a team to provide technical support, problem resolution, change management, system administration, project support as well as participate in business processes improvement. The position provides you with the opportunity for developing skills to support a range of enterprise business systems and drive the process of continual improvement and innovation. This position is embedded in a business environment supporting a range of government critical services and business units.

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

**Eligibility/Other requirements:** This position is temporary with the possibility of permanency. To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

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

**How to Apply:** Please provide a curriculum vitae and a two-page pitch outlining your ability to meet the "What you will do" section of the Position Description. Use the "What you will require" section to help you outline your skill set, experience, and capability to do the job

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

Contact Officer: Paul Wilson (02) 6205 9967 paul.wilson@act.gov.au

## Property and Venues

### National Arboretum Canberra and Stromlo Forest Park

#### National Arboretum

#### Horticulturist

#### General Service Officer Level 5/6 \$57,359 - \$63,127, Canberra (PN: 37853)

Gazetted: 29 April 2021

Closing Date: 24 May 2021

**Details:** The National Arboretum Canberra is seeking an experienced and highly motivated Horticulturist to join its dynamic Horticulture team, based at the Arboretum. The role will be focused on working primarily in the high profile gardens surrounding the Visitor Centre with some cross over field work in the forests as needed.

The successful candidate will report directly to the Arboretum's Horticulture Supervisor and will be responsible for delivering maintenance to the living collection and horticultural projects in a team environment with other horticultural field officers, apprentices, volunteers and other stakeholder groups.

With limited supervision, the successful candidate will be required to conduct regular inspections of their relevant areas, including gardens and turf areas; implement designed weekly work programs and contribute to the development of seasonal work programs; and maintain accurate records for planned and reactive works.

Good communication skills and digital aptitude are important in this role, the successful candidate will be required to liaise at various levels across a range of areas with contractors, external stakeholders and throughout the ACT Government, whilst maintaining a high degree of professionalism.

The candidate will also need to adhere to and promote the principles of Respect Equity and Diversity (RED), Work Health and Safety, and the ACTPS Values and Signature Behaviours to maintain a safe, healthy and fair workplace for all staff.

If you are an experienced and passionate horticulturist, who takes pride in your work and your ability to unite and motivate your team members, we want to hear from you.

**Eligibility/Other requirements:**

**Desirable**

Certificate III or equivalent in horticulture

Truck and/or plant licenses

Chainsaw operator's qualifications

Side by side ATV operator's qualifications

WHandS Construction Industry Induction White Card

Chemical application, storage and transport qualifications (Chemcert)

**Essential**

Current manual Driver's Licence

First Aid Certificate or a willingness to undertake training

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

**How to Apply:** Applicants are to address the Selection Criteria as set out in the Position Description, provide a current curriculum vitae and the names and contacts of two referees.

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

Contact Officer: Tim Howard 0435 160 215 tim.howard@act.gov.au

**Shared Services**

**Finance Operations**

**Debt Management**

**Senior Debt Management Officer**

**Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 50726)**

Gazetted: 30 April 2021

Closing Date: 7 May 2021

**Details:** As a Senior Debt Management Officer, you will perform many of the same duties as a Debt Management Officer but are distinguished by lead responsibilities and by a high level of technical knowledge. You will assist with difficult and complex accounts and situations, utilizing your knowledge of government rules, regulations, guidelines, and procedures.

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

**Eligibility/Other Requirements:**

Demonstrated organisational skills of high order including the ability to effectively manage and prioritize workloads whilst ensuring attention to detail, maintaining high standards of quality and meeting deadlines.

Demonstrated skill in negotiating and resolving conflict, ability to speak persuasively and listen critically, and prioritise multiple tasks to ensure the successful completion of each debt collection attempt.

Experience in, or the ability to rapidly acquire a good working knowledge of, financial processing systems e.g. Collexus, Oracle or similar and demonstrated experience and proficiency with Microsoft Office applications

Demonstrated experience in debt management functions in the delivery of recovery services. Working knowledge of the regulatory environment is highly regarded e.g. Privacy Act, ASIC/ACCC Debt Collection Guidelines, Hardship / Vulnerability Assessments.

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

**How to Apply:** You will need to provide a one page pitch demonstrating your suitability for the role, a current curriculum vitae and contact details of at least two referees.

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

Contact Officer: Robert Miller (02) 6207 8119 [robert.miller@act.gov.au](mailto:robert.miller@act.gov.au)

## **Community Services**

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

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

### **Executive Branch Manager, Social and Community Inclusion Temporary Vacancy (Short-term vacancy with possibility of extension) Community Services Directorate Inclusion and Participation Position: E1119**

**(Remuneration equivalent to Executive Level 1.4)**

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Date circulated: 04 May 2021

The Community Services Directorate are seeking a highly skilled individual to temporarily fill the role of Executive Branch Manager, Social and Community Inclusion within the Division of Inclusion and Participation for six weeks with the possibility of extension.

Reporting to the Executive Group Manager, Inclusion and Participation, the Executive Branch Manager, Social and Community Inclusion will have oversight of six portfolios and will be responsible for the delivery of a significant number of grants programs and ensuring that Ministerial priorities are met. The portfolios also deliver on Commonwealth priorities and cross-jurisdictional priorities related to NDIA, Disability Reform, Veterans, Seniors, Women, Emergency Management and Countering Violent Extremism.

To be successful in this role you will demonstrate extensive experience in human services service delivery and program management and an understanding of the relationships between the Directorate, Government, portfolio Ministers and community agencies and peak bodies. A track record in and reputation in superior management and leadership capabilities and the ability to think strategically as well as excellent interpersonal, organisational and communication skills is a must.

This is a significantly important role that engages across the community and provides the opportunity to truly make a difference across the ACT.

To apply: Please submit a one page pitch detailing your skills against the selection criteria and details of at least two referees to Christine Murray via email, [christine.murray@act.gov.au](mailto:christine.murray@act.gov.au) by COB Wednesday 5 May 2021.

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: Christine Murray (02) 6207 5046 [christine.murray@act.gov.au](mailto:christine.murray@act.gov.au)

### **Children, Youth and Families Child and Youth Protection Services Practice**

#### **IMPACT and Prenatal Liaison Officer**

**Child and Youth Protection Professional Level 4 \$117,046 - \$125,587, Canberra (PN: 13623)**

Gazetted: 05 May 2021

Closing Date: 21 May 2021

**Details:** The CYPP4 Parenting Enhancement Program (PEP) and Integrated Multi-agencies, Parents and Children Together (IMPACT) and Prenatal Liaison Officer role is focussed on improving coordination and delivery of services to clients of the Canberra Health Services IMPACT Program. This is a program for vulnerable families who have a

family member receiving opioid replacement services and/or are a client of Mental Health ACT and/or families with complex needs/multiple services involved that are pregnant or have children less than 2 years of age. The position will also have a coordination role for the prenatal reporting response within CYPS and to support the range of early intervention and differential response for CYPS.

**Eligibility/Other Requirements:**

**Essential qualifications and experience:**

Relevant tertiary qualifications e.g. in Social Work, Psychology, Education or an allied health position (speech therapist, occupational therapist)

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

Current Driver's Licence.

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

**Notes:** This is a temporary position available for 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Educational, suitability and professional qualification checks may be carried out prior to employment. Selection may be based on application and referee reports only.

**How to Apply:** Please submit a written response addressing the Selection Criteria in the attached Position Description. Please also submit a current curriculum vitae.

Contact Officer: Maria Kanellopoulos (02) 6207 6968 Maria.Kanellopoulos@act.gov.au

**Corporate Services**

**People Management**

**Safety and Wellbeing**

**Director, Safety and Wellbeing**

**Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 33213)**

Gazetted: 05 May 2021

Closing Date: 19 May 2021

**Details:** The People Management Branch are seeking an experienced, highly motivated and dedicated person to lead the Safety and Wellbeing Team. The Safety and Wellbeing Team is a multi-disciplinary team that provides support, high-level policy and legislative advice to the Directorate's diverse business units. As the Director, you will ensure that the Directorate applies and interprets relevant legislation, whole of government policies, strategies and guidelines. You will also oversee the Directorate's compliance with the WHS obligations, continuous improvement, hazard and risk identification and represent the Directorate at numerous internal and external forums. The ideal candidate will have previous experience, demonstrating high-level knowledge of work, health and safety, workers' compensation compliance and frameworks with a focus on achieving and maintaining best practice regulatory approaches.

The successful candidate will model behaviours consistent with the ACT Governments Respect, Equity and Diversity Framework. Lead safe work practices that are in accordance with the Directorate's Work Health and Safety System.

The Community Services 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 LBGTIQ are encouraged to apply.

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

**How to Apply:** Please review the Position Description for the role, and provide a two-page pitch demonstrating your ability and experience to perform the role against the Selection Criteria. Please provide your curriculum vitae including the details of two referees with your pitch.

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

Contact Officer: Craig Rose (02) 6207 1210 craig.rose@act.gov.au

**Housing ACT**

**Infrastructure and Contracts**

**Finance**



### Senior Finance Officer

#### Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 25704)

Gazetted: 04 May 2021

Closing Date: 18 May 2021

**Details:** The Infrastructure and Contract Branch of Housing ACT is seeking a motivated Senior Finance Officer to join our busy Finance team.

The Finance team is responsible for the overall budgeting and financial management of Housing ACT being a separate financial reporting entity. It provides financial advice and support to business units; specific functions include budget development, financial reporting, financial processing and financial management and governance. The Unit regularly represents Housing ACT in various forums and acts as the first point of contact to other government agencies and external stakeholders.

The primary responsibilities for this position are to, under limited direction:

Provide line area support and ensure the integrity of the Directorate's financial statements in accordance with required timeframes.

Assist in the preparation of the internal and external budgeting and financial management, incorporating financial reporting, annual financial statements including notes and statement of performance, and development and implementation of financial policies.

Assist in monitoring and management of cash flow, assets and liabilities.

Assist with preparation of monthly financial statements, including preparing journals.

Distribution and monthly reconciliation of credit cards statements according to relevant guidelines, policies, and procedures

Ensure the integrity of the general ledger through periodic analysis, reconciliations, and account reviews, including review of invoices through the Accounts Payable Invoice Automation Solution (APIAS).

Provide advice and assistance on financial and accounting matters to internal and external clients.

Assist in the ongoing development and implementation of financial policies and processes as required and participate in the implementation/upgrades of the Directorate's financial reporting systems.

More information can be found in the Position Description.

**Note:** This is a temporary position for six months with a view option for extension and a view to permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Please submit a 'pitch' of no more than two pages, along with a short curriculum vitae.

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

Contact Officer: Lauren Callaghan (02) 6207 6872 lauren.callaghan@act.gov.au

### Strategic Policy

#### Performance and Systems

#### Strategic Portfolio and Data Excellence

#### Senior Project Officer

#### Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 38185)

Gazetted: 04 May 2021

Closing Date: 18 May 2021

**Details:** Strategic Portfolio and Data Excellence (SPaDE) supports Community Services Directorates' drive for evidence-based decisions, policies and practice, and improve its organisational planning, performance and accountability. This is achieved by supporting the Directorate to acquire, share, analyse and use the best-possible data and analytics, and supporting the design of innovative, outcomes-oriented social investment approaches. The Senior Project Officer assists with providing strategic advice to the Senior Executive and Ministers on performance and program issues related to human services portfolio issue. The role also manages coordinates and undertakes the preparation of complex project plans, policies and frameworks, executive briefings and high-level correspondence.

The following legislation is relevant to the work of the position (ACT legislation unless otherwise stated):

*Fair Work Act 2009 (Cth)*

*Public Sector Management Act 1994*

*Public Interest Disclosure Act 2012*

*Freedom of Information Act 1989*

*Financial Management Act 1994*

*Information Privacy Act 2014*

*Territory Records Act 2002*

*Discrimination Act 1991*

*Work Health and Safety Act 2011*

*Human Rights Act 2004*

Under limited direction, this role undertakes the following primary duties/responsibilities:

Prepare strategic advice to the Senior Executive and relevant Ministers on performance and program issues related to the human services portfolio.

Contribute to planning and delivery of strategic performance management activities and projects.

Coordinate and undertake the preparation of complex project plans, policies and frameworks, executive or Ministerial briefings and other Government business.

Represent the Community Services Directorate across government and liaise with government and non-government stakeholders, including undertaking secretariat functions for various committees.

Develop and maintain productive working relationships with colleagues across government and the non-government sector.

Work in accordance with, and uphold the ACT Government Respect, Equity and Diversity Framework and the Directorate's Work Health and Safety System.

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

**Eligibility/Other Requirements:**

**Desirable:**

An understanding and knowledge of managing data.

An understanding and knowledge of human services portfolio issues.

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

Tertiary qualifications in a related discipline.

**Note:** A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position will use a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please submit a current curriculum vitae as well as a two page Expression of Interest addressing the Selection Criteria below. Your suitability for this position will be assessed in the following key areas:

**Skills**

**Service Delivery:** Applies project management principles to ensure the effective planning and delivery of outputs and develops and maintains productive working relationships with colleagues and stakeholders.

**Achieves Results with Integrity:** Prepares high-quality and timely strategic policy outputs and advice (including briefings, reports, and other high-level government documents) that align with community, stakeholder and Government priorities and communicates clearly to achieve organisational outcomes.

**Thinking and Innovating:** Uses data and information from a variety of sources to support evidence based decisions and advice, including developing and reporting against performance and outcomes frameworks.

**Knowledge**

**Service Delivery:** Understands the value of data, and exploiting data as an asset to support evidence-based decision making.

**Leadership:** Public sector employees create better futures that improve the human condition within the organisation and the broader community. This includes a demonstrated commitment to continuous learning and sharing of knowledge through research, critical analysis and engagement with other staff.

**Behaviour**

**Service Delivery:** Consistently displays high quality customer service principles and attributes to deliver outcomes.

**Team Work:** Contributes to the work of a small team and operates in a complex and dynamic environment with minimal supervision and within tight timeframes.

**Leadership:** Public sector employees create better futures that improve the human condition within the organisation and the broader community. This includes consistently role modelling and demonstrating the ACT Public Service Values and Signature Behaviours.

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

Contact Officer: Katrina Martin (02) 6207 5779 [Katrina.Martin@act.gov.au](mailto:Katrina.Martin@act.gov.au)

## **Children Youth and Families**

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

#### **Principal Therapist, Melaleuca Place**

#### **Child and Youth Protection Professional Level 5 \$134,806 - \$151,360, Canberra (PN: 39179)**

Gazetted: 03 May 2021

Closing Date: 19 May 2021

**Details:** The Principal Therapist role is focussed on driving excellence in service delivery through a range of strategies including trauma informed therapeutic interventions, collaborating with and advising case managers, strategically working to improve practice through supporting and advising colleagues across government and community sector. The Principal Therapist will provide therapy to a small number of clients as well as managing the Trauma Recovery Service, (Melaleuca Place) and a team of Therapeutic Assessors. Both services are targeted at children and young people in Out of Home Care.

#### **Eligibility/Other requirements:**

##### **Essential qualifications and experience**

Advance level of training, knowledge and experience in relation to therapeutic work with traumatised children and young people

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

At least five years experience in human services fields.

Current Driver's Licence\

##### **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](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.

**Notes:** This is a temporary position available for a period of 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 provide a written response to the Selection Criteria located in the Position Description along with a curriculum vitae.

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

Contact Officer: Angela Curcio (02) 6205 4081 [angela.curcio@act.gov.au](mailto:angela.curcio@act.gov.au)

## **Cultural Facilities Corporation**

### **ACT Historic Places**

#### **Assistant Director, Heritage and Collections**

#### **Senior Professional Officer Grade C \$110,397 - \$118,832, Canberra (PN: 9018)**

Gazetted: 05 May 2021

Closing Date: 19 May 2021

**Details:** ACT Historic Places is seeking an experienced and enthusiastic Assistant Director, Heritage and Collections to manage the natural and cultural heritage portfolio at Lanyon Homestead, Mugga-Mugga Cottage and Calthorpes' House. This position provides an opportunity to work on a broad range of projects, from heritage conservation, planning and design and infrastructure upgrades, as well as coordinating the asset maintenance and operational programs across our three heritage significant places. The successful applicant will have a strong background in heritage and site management at historic site museums or other tourism sites. Your work supports the broader conservation, education, interpretation and public uses of our sites.

ACT Historic Places manages three historical properties including Lanyon Homestead, Calthorpes' House and Mugga-Mugga Cottage. Through these historic site museums and places, we deliver diverse cultural experiences to our community through exhibitions, public and education programs and presentation of the cultural heritage and social history of the Canberra region.

ACT Historic Places is part of the Cultural Facilities Corporation, an ACT Government Enterprise.

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

Tertiary/Building Trade qualification in Engineering, Architecture, Landscape Architecture, Building Construction or a related field is mandatory.

Driver's licence.

**Note:** This is a temporary position ending June 2023 with the possibility of extension and/or permanency. Previous applicants needn't reapply, their applications will still be considered.

**How to Apply:** Applicants must submit a written statement addressing the Selection Criteria and a curriculum vitae.

Contact Officer: Anna Wong 0466 423 375 [anna.wong@act.gov.au](mailto:anna.wong@act.gov.au)

## **Education**

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

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

### **School Improvement and Performance**

#### **South/Weston Network**

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

##### **Business Manager**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 36117)**

Gazetted: 05 May 2021

Closing Date: 12 May 2021

#### **Details:**

Are you looking for a varied and rewarding role in a dynamic setting? What better place to work than one of our ACT public schools where you can play a vital role in engaging, nurturing and educating a community.

Charles Weston School Coombs is located in the rapidly expanding Molonglo Valley. Our enrolment area includes Coombs and Wright. At the commencement of 2021 we have 570 students enrolled across 27 classes from preschool to year 6 and our staff comprises of approximately 40 teaching staff and 15 support staff.

The school is an inclusive education setting with students and staff of all abilities and cultural backgrounds welcomed and supported. With many of our students and families from multilingual backgrounds and as an International Baccalaureate PYP candidate school, we encourage, support and embrace the diversity of our school community.

We value and encourage community engagement and connections both within our immediate school community and within the broader Molonglo Valley. As part of these connections, our school facilities are regularly used by community groups.

An opportunity exists to join the leadership team at Charles Weston School in the Business Manager role. This position actively contributes to the school leadership team and leads, plans and oversees the operations of the school business, in line with relevant legislation, policy and procedures of the ACT Government and ACT Education Directorate. An ability to think critically will be vital in providing informed advice to the principal to minimise risks, ensure compliance, to strategically ensure the most effective use of resources and to offer advice and solutions for business operations including identifying issues and following established protocols. Excellent communication and customer service skills will be essential.

The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe, happy and positive environment where students love to learn. They provide valuable, enabling support to the Principal while working collaboratively with the school leadership team and the school community to support student outcomes. Responsibility for leading, mentoring and managing the non-teaching support staff of the school also falls within the expectations of this role.

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

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness or a willingness to undertake appropriate training. For further information refer to - [www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety). First Aid Certificate or a willingness to undertake appropriate training.

Desirable:

Experience in a business-related role

Financial qualification or relevant experience

**Note:**

This role is a temporary vacancy available 07 June 2021 to 12 October 2021. 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.

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

**School Improvement**

**North Gungahlin**

**Palmerston Primary School**

**Business Manager**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 38929)**

Gazetted: 04 May 2021

Closing Date: 18 May 2021

**Details:** Are you looking for a varied and rewarding role in a dynamic setting? What better place to work than one of our ACT public schools where you can play a vital role in supporting the school community through business leadership and engagement.

This role is an active member of the school leadership team, overseeing the operations of the school business, and is accountable to the ACT Education Directorate in meeting relevant legislative requirements. Responsibilities include finance and the management of budgets; coordination of Government business requests, management and monitoring of contracts and leases, managing relationships with partners and vendors, identify opportunities and develop plans for business development which includes assisting the school in delivering on its strategic vision and business plan.

An ability to think critically will be vital in providing informed advice to the Principal to minimise risks, ensure compliance, to strategically ensure the most effective use of resources and to offer advice and solutions for business operations including identifying issues and following established protocols. Excellent communication and customer service skills will be essential. The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe, happy and positive environment where students love to learn. They provide valuable, enabling support to the Principal while working collaboratively with the school leadership team and the school community to support student outcomes. Responsibility for leading, mentoring and managing the non-teaching support staff of the school also falls within the expectations of this role. Palmerston District Primary School. is a fast-growing school, with projected enrolments to increase for the next several years. Our enrolment area includes Palmerston, Crace, areas of Nicholls, Ngunnawal and Gungahlin. The School has 870 students enrolled across preschool to year 6 with 98 staff. The School has an active and supportive School Board and Parents and Citizens Association, who contribute to the strategic and operational planning for the school.

**Eligibility/Other Requirements:**

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

**Desirable:**

A First Aid Certificate or a willingness to undertake appropriate training. Experience in a business-related role. Financial qualification or relevant experience.

**Notes:** A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

**How to Apply:** Please submit your response of no more than two pages addressing the Selection Criteria, together with your curriculum vitae and names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

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

Contact Officer: Kate Smith (02) 6142 1440 [Kate.Smith@ed.act.edu.au](mailto:Kate.Smith@ed.act.edu.au)

**Service Design and Delivery**

**Learning and Wellbeing Policy and Design**

**Inclusive Education**

**Director Inclusive Education**

**Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 33861)**

Gazetted: 04 May 2021

Closing Date: 18 May 2021

**Details:** An opportunity exists within the Directorate's Inclusion team for a Director, Inclusive Education (Senior Officer Grade B classification). If you are passionate about leading a team to support students, families and schools create inclusive environments for students with disability then this position may be right for you. The position requires someone who can demonstrate strong communication and engagement skills as you will be the main contact person for schools, families, support services and the Directorate in relation to supporting students with disability. The person must be able to work collaboratively across different areas and have a strong understanding of learning differentiation and supporting inclusion in a school setting.

**Eligibility/Other requirements:**

Previous experience working in an ACT Government school setting and relevant tertiary qualifications in Education or Human Services are highly desirable.

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

**How to Apply:** Please provide an up-to-date curriculum vitae, details of two referees (preferably a current manager) and a two-page Expression of Interest highlighting your skills and experience against the Selection Criteria.

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

Contact Officer: Sarah Kirk (02) 6205 4830 Sarah.Kirk@act.gov.au

**System Policy and Reform**

**Enrolments and Planning**

**Schools Planning**

**Project Support Officer**

**Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 51634)**

Gazetted: 04 May 2021

Closing Date: 18 May 2021

**Details:** Are you interested in helping to ensure we provide schools in the right place, at the right time?

We are a small team looking for an enthusiastic new member to assist us in identifying and assessing sites for new and expanded schools, and responding to proposals for development across Canberra which may impact schools planning. You will provide input to a diverse range of projects and have the opportunity to liaise with teams across the Education Directorate and other Directorates.

While you may not have prior urban planning experience, you will be keen to engage with policy documents and communicate with a range of stakeholders involved in delivering school infrastructure. You will bring your skills and experience to helping solve complex challenges.

**Notes:** This is a temporary position available immediately until 13 April 2022. Selection may be based on application and referee reports only.

**How to Apply:** Please provide a written response to the Selection Criteria (two page maximum) and attach your curriculum vitae, and contact details for two referees.

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

Contact Officer: Liz Klein 0406 526 292 Liz.Klein@act.gov.au

**Business Services**

**People and Performance**

**HR Business Partnerships Team**

**Wellbeing Officer**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 08872)**

Gazetted: 03 May 2021

Closing Date: 17 May 2021

**Details:** We are seeking a highly motivated Wellbeing Officer to join our fast-paced HR Business Partnerships Team. The HR Business Partnerships Team includes the Business Partners, People Cases, Injury Management and Work Health Safety and Wellbeing. The team provides high quality, client focused services to ensure the Directorate maintains a highly skilled, healthy and engaged workforce.

The Wellbeing Officer's role is to support and uphold the Directorate's commitment to ensuring safe, supportive work environments for teachers, managers, administrative and support staff in schools and in the Education Support Office.

When workplace illness or injury occurs, we want to ensure the best outcomes for staff. With this as the focus, the Wellbeing Officer will undertake post incident staff wellbeing checks and support, provide support to stakeholders in the areas of Injury Management, Work Health Safety and early intervention services, administer Work Health and Safety and Risk Management systems and processes and Provide and support reporting and trend analysis to assist in wellbeing initiatives for the Directorate.

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

**Eligibility/Other Requirements:**

relevant tertiary qualifications or experience in a similar role would be advantageous.

**Notes:** This is a temporary position available immediately for up to 6 months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

**How to Apply:** Please provide a two-page pitch outlining your experience and abilities against the Selection Criteria outlined in the Position Description; and your curriculum vitae with two referees.

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

Contact Officer: Jess Jopling (02) 6207 1982 Jess.Jopling@act.gov.au

**System Policy and Reform Division**

**ACT Board of Senior Secondary Studies**

**Office of the Board of Senior Secondary Studies**

**Curriculum and Quality Assurance Officer**

**School Leader C \$126,542, Canberra (PN: 02609)**

Gazetted: 04 May 2021

Closing Date: 18 May 2021

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

**Eligibility/Other requirements:** A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 201* is required. For further information on Working with Vulnerable People registration refer to -

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

Knowledge, skills and understanding in the development and implementation of ACT Senior Secondary Curriculum are highly desirable.

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

**How to Apply:** Please supply a written response to the Selection Criteria located in the Position Description in relation to the ACT Education Leadership Capabilities including experience and/or ability as outlined in the position information, and a Curriculum Vitae.

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

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: Kristofer Feodoroff (02) 6205 7180 [kristofer.feodoroff@act.gov.au](mailto:kristofer.feodoroff@act.gov.au)

**School Performance and Improvement Division**

**North and Gungahlin Network**

**Majura Primary School**

**Business Manager**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 51598)**

Gazetted: 03 May 2021

Closing Date: 17 May 2021

**Details:** Are you looking for a great opportunity to take on a big and varied and rewarding role in a dynamic setting? What better place to work than one of our ACT public schools where you can play a vital role in supporting the school community through business leadership and engagement. Majura Primary School is a large and growing inner North Canberra P-6 school with a passionate and engaged parent community. The school works with all stakeholders to ensure that personalised and differentiated programs are developed to meet the needs of all learners. The school is looking for an innovative and effective school leader to support the school improvement agenda through best practice business systems and processes. This role is an active member of the school leadership team, overseeing the operations of the school business, and is accountable to the ACT Education Directorate in meeting relevant legislative requirements.

Responsibilities include finance and the management of budgets; coordination of Government business requests, management and monitoring of contracts and leases, managing relationships with partners and vendors, identify opportunities and develop plans for business development which includes assisting the school in delivering on its strategic vision and business plan. An ability to think critically will be vital in providing informed advice to the Principal to minimise risks, ensure compliance, to strategically ensure the most effective use of resources and to offer advice and solutions for business operations including identifying issues and following established protocols. Excellent communication and customer service skills will be essential.

The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe, happy and positive environment where students love to learn. They provide valuable, enabling support to the Principal while working collaboratively with the school leadership team and the school community to support student outcomes. Responsibility for leading, mentoring and managing the non-teaching support staff of the school also falls within the expectations of this role.

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

- A First Aid Certificate or a willingness to undertake appropriate training.
- Business and financial qualifications and/or relevant experience.

**Note:** This is a temporary position available immediately until 2 October 2021 with the possibility of permanency. A merit pool 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 response of no more than two pages addressing the Selection Criteria, together with your curriculum vitae and names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required. Applicants are strongly encouraged to make contact with the contact officer.

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

Contact Officer: Liz Bobos (02) 6207 8299 [liz.bobos@ed.act.edu.au](mailto:liz.bobos@ed.act.edu.au)

**School Performance and Improvement**

**Tuggeranong**

**Caroline Chisholm School**

**Finance Officer**

**Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 42352)**

Gazetted: 30 April 2021

Closing Date: 7 May 2021

**Details:** Caroline Chisholm School is a dual campus, Preschool to Year 10 School. We are seeking a highly motivated person to fill the role of Finance Officer. The successful applicant will work effectively as part of a team.



They require excellent communication and customer service skills and have the ability to work within a busy work environment that has competing demands. The role is required to maintain a high-level of confidentiality and discretion, exercise a considerable degree of independence and consistently exercise sound judgement. This position involves close daily contact with students, staff, parents and the school community. The Finance Officer works closely with the Principal and Business Manager.

This role is responsible to –

Manage and maintain the school's financials for the Preschool to year 10 school by using School Admin System (SAS) and Xero. Assists in the preparations of budgets, monitoring expenditure, produce financial reports, oversee excursion costings process and conduct regular expenditure reviews.

Supervise administrative staff members, manage their Professional Development Plan process, provide relevant training and undertake administrative duties and first aid as necessary.

Plan, direct and co-ordinate the overall operation of the administrative support teams, be responsible for the team's efficiency and become involved in operational work as necessary.

**Eligibility/Other Requirements:**

Competent in the use of Microsoft Office 365, SAS, Xero, or equivalent package or relationship databases, particularly as it relates to finance. This role also requires current first aid qualifications. This position is required to work during stand down periods between school terms to undertake duties as directed.

This will be subject to negotiation with the principal/business manager prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required.

For further information on Working with Vulnerable People registration refer to -

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

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

**How to Apply:** Applicants are to address the selection criteria located in the Position Description (maximum of four pages) and provide a current curriculum vitae and the names and contact of two referees. A current referee report is required to be submitted with the application.

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

Contact Officer: Sonia Jamieson (02) 6142 3529 [Sonia.Jamieson@ed.act.edu.au](mailto:Sonia.Jamieson@ed.act.edu.au)

**Business Services Division**

**Strategic Finance and Procurement**

**Assistant Director, Finance Business Partner**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 43041)**

Gazetted: 30 April 2021

Closing Date: 14 May 2021

**Details:** The Strategic Finance and Procurement Branch requires an Assistant Director, Finance Business Partner to assist with the day-to-day financial management of the staff and resourcing of the Education Services Division to deliver high quality advice to senior staff. Working to the Director, Finance Business Partner, the role will require the Assistant Director to take carriage of the highly complex and reactive Digital Strategy, Services and Transformation branch including assisting with the compilation of business cases as well as financial reporting requirements of the branch. The successful applicant will have excellent communication and technical accounting skills and be able to liaise with a wide range of stakeholders on a broad range of topics. They must also be able to provide leadership to Education Services Division finance staff; find solutions to complex issues; successfully deliver projects; and support executive and senior staff by investigating issues to allow evidence informed decisions to be made.

**Eligibility/Other Requirements:**

**Desirable:** Accounting degree and membership/progression towards ICAANZ or CPA.

**How to Apply:** Please submit a two-page maximum statement of claims outlining your skills and experience against the Selection Criteria. Please also submit a current curriculum vitae.

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

Contact Officer: Natasha De Noskowski (02) 6207 0755 [Natasha.DeNoskowski@act.gov.au](mailto:Natasha.DeNoskowski@act.gov.au)

**Business Services**

**Infrastructure and Capital Works**

**Capital Upgrades**

**Senior Director, Capital Upgrades**

**Infrastructure Officer 5 \$156,876, Canberra (PN: 48386)**

Gazetted: 29 April 2021

Closing Date: 13 May 2021

**Details:** The Infrastructure and Capital Works (ICW) Branch of the Education Directorate is seeking applications for a Senior Director to deliver a range of complex and high-risk Capital Upgrade projects in ACT public schools from project inception or agreed project delivery stage through to financial completion, within time cost and scoping targets. The position will be required to act on behalf of schools and other areas of the Directorate and provide exceptional procurement, project, financial and contract management expertise, and provide infrastructure project management in early project planning, the design process, contractual requirements, program control, cost control, alternative delivery methods, and quality and statutory requirements. The Senior Director will lead the Capital Upgrades team within the School Infrastructure Management section to achieve strategic and operational Branch objectives. Further duties are described in the Position Description document.

**Eligibility/Other requirements:**

Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

Have significant building or Infrastructure knowledge and/or project management experience.

**Notes:** This is a temporary position available for a period of 01 July 2021 up to 31 December 2021 with the possibility of permanency.

**How to Apply:** Suitably qualified and experienced applicants should submit a curriculum vitae, a statement of claims addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, and the names of two referees.

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

Contact Officer: John Nakkan (02) 6207 1876 [john.nakkan@act.gov.au](mailto:john.nakkan@act.gov.au)

**Environment, Planning and Sustainable Development**

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

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

**Environment, Heritage and Water**

**ACT Parks and Conservation Service**

**Fire, Forests and Roads**

**Assistant Director – Prescribed Burning and Research Utilisation**

**Senior Professional Officer Grade C \$110,397 - \$118,832, Canberra (PN: 30404)**

Gazetted: 04 May 2021

Closing Date: 18 May 2021

**Details:** The ACT Parks and Conservation Service (PCS) is a branch of EPSDD with responsibility for planning and ongoing management of our parks, reserves and commercial forests. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and reserves, and maintains the aesthetic environmental backdrop to Canberra. In addition PCS manages a commercial forestry estate on behalf of the ACT Government providing a broad recreation facility, carbon capture and an economic return for the ACT community. A core function of the ACT Parks and Conservation Service is the planning, preparation and management of fire in the landscape to incorporate Ngannawal cultural burning knowledge and aspirations and ecological burning objectives.

An opportunity exists for a suitable qualified, innovative and experienced bushfire expert to join our team. As a member of the leadership team within the PCS Fire Management Unit, the successful applicant will oversee delivery of the complex and critical PCS prescribed burning program, including the PCS cultural burning strategy, and be responsible for the management and co-ordination of data and research to guide fire management programs.

The successful applicant will have relevant tertiary qualifications and extensive experience in natural resource management with a particular focus on operational fire management, high level research utilisation and fire behaviour.

**Eligibility/Other Requirements:**

A relevant degree in Natural Resource Management, Forestry or equivalent is a mandatory requirement of the position.

This position is classified as "Fire Trained Employee" under the *ACaT Public Sector Technical and Other Professional Enterprise Agreement 2018-2021*. Bushfire related activities, including bushfire suppression and rostered standby, are a mandatory component of the position. Appointment / promotion / transfer to the position is conditional upon successful completion of a nationally recognized firefighting task-based fitness assessment.

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

**How to Apply:** Applications must address the position Selection Criteria (detailed in the Position Description), with no more than half a page per criteria.

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

Contact Officer: Scott Farquhar (02) 6207 2194 [Scott.Farquhar@act.gov.au](mailto:Scott.Farquhar@act.gov.au)

**Justice and Community Safety**

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

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

**Corporate**

**People and Workplace Strategy**

**Assistant Director Safety Health and Wellbeing**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 07537)**

Gazetted: 05 May 2021

Closing Date: 19 May 2021

**Details:** The People and Workplace Strategy team are seeking applications from individuals who are self-motivated and responsive to business needs and who have sound judgement and can develop productive working relationships with a range of stakeholders to undertake the role of senior health and safety advisor. The role is pivotal in supporting the Directorates commitment to a healthy and safe workplace, including identifying, developing, implementing, and improving health and safety systems and practices to meet the Directorates legislative, compliance and organisational objectives and minimising risk in the workplace.

**Eligibility/Other requirements:** Tertiary qualifications in Work, Health and Safety (minimum Certificate IV) with three plus years in operational experience is highly desirable.

**How to Apply:** Submit a one to two page pitch outlining your Professional/Technical Skills and Knowledge and Behavioural Capabilities, current curriculum vitae and the name and contact details of two referees.

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

Contact Officer: Tim Geoghegan (02) 6207 3985 [tim.geoghegan@act.gov.au](mailto:tim.geoghegan@act.gov.au)

**ACT Parliamentary Counsel's Office**

**Legislative Drafting Section**

**Assistant Parliamentary Counsel 3**

**Assistant Parliamentary Counsel 3 \$165,814 - \$172,980, Canberra (PN: 42297)**

Gazetted: 03 May 2021

Closing Date: 17 May 2021

**Details:** The ACT Parliamentary Counsel's Office is seeking applications from suitably qualified people for the position of Assistant Parliamentary Counsel 3.

The role of an Assistant Parliamentary Counsel 3 is to assist the Parliamentary Counsel in leadership, management and building capacity of Parliamentary Counsel's Office (PCO), including, as required, by developing and maintaining specialisation in an area of high relevance to the Territory's drafting needs. The Assistant Parliamentary Counsel 3 is also to provide legislative drafting services and legislative advice in matters requiring a high level of expertise and judgment, to review the work of other drafters, and to take a leading role in PCO committees and drafting projects with significant impact.

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:** Admission as a legal practitioner of the ACT Supreme Court, the High Court, or the Supreme Court of a State or another Territory is required.

**How to Apply:** Please provide contact details for two referees, your curriculum vitae and a short statement (no more than 2 pages) outlining how your Skills, Knowledge and Capabilities make you an ideal candidate for this role. You should consider the duties of the position and capabilities required to perform the position in drafting your statement.

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

Contact Officer: Bianca Kimber (02) 6205 3705 bianca.kimber@act.gov.au

### **Emergency Services Agency**

#### **People, Culture and Training and Capability Support and Coordination**

##### **Business Support Officer**

##### **Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 50999)**

Gazetted: 03 May 2021

Closing Date: 17 May 2021

**Details:** Do you strive to improve administrative process? Are you detail orientated and like to schedule tasks with authority? Are you willing to coordinate and prioritise competing requests for two busy Executive Branch Managers?

The Business Support Officer (BSO) for the ESA Executive Branch Managers of People, Culture and Training, and Capability Support and Coordination will be an individual who is willing to provide high level administrative support to ensure Branch objectives are coordinated, tracked and reported to the executive team while ensuring adherence to governance, delegations and strict time frames.

Additionally, this role liaises with stakeholders across the ACT Government to ensure business needs are met. You will also undertake a representative role when drafting written and verbal correspondence; therefore, your ability to communicate effectively and engage with staff, stakeholders and the public will be excellent.

**Eligibility/Other requirements:**

A driver's licence is essential

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

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

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

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

Contact Officer: Tara Bucknall (02) 6207 9426 tara.bucknall@act.gov.au

### **ACT Corrective Services**

#### **Community Operations**

##### **Community Service Work Unit**

##### **Community Work Supervisor Officer**

##### **Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 44065)**

Gazetted: 30 April 2021

Closing Date: 14 May 2021

**Details:** ACT Corrective Services is looking for enthusiastic, motivated and conscientious people to fill the role of Community Service Work Supervising Officer within the Community Service Work Unit (CSWU). The successful applicant will be required to supervise and monitor offenders undertaking community services work, as a condition of a Court Order. You will also account for equipment, ensuring it is returned in a clean and serviceable condition and that damaged or unsafe equipment is identified. In addition, you will provide administrative and clerical support within CSWU, including maintaining files, records and statistical data. You will also assist senior

members with other work in the Unit to ensure the objectives of the CSWU are achieved. The successful applicant will be expected to demonstrate the ability to supervise and work with clients and possess well developed interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

**Eligibility/Other Requirements:**

A driver's licence and a Senior First Aid certificate are essential.

Eligible applicants will be subject to a police record check.

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

The occupant of this position will be required to work a rotating shift roster and undertake parts of the duties outside normal business hours (including weekends).

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Shannon Bradbury (02) 6207 9433 [shannon.bradbury@act.gov.au](mailto:shannon.bradbury@act.gov.au)

## **Major Projects Canberra**

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

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

### **Environment and Planning**

#### **Light Rail**

#### **Senior Director, Environment and Planning Approvals**

#### **Infrastructure Manager/Specialist 3 \$192,249, Canberra (PN: 51524)**

Gazetted: 29 April 2021

Closing Date: 20 May 2021

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

Light rail aims to provide incentives for people to use public transport and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development policies will maximise the broader economic and social benefits of investing in light rail and help achieve the objectives set out in the Transport Improvement Plan (2015).

The Senior Director, Environment and Planning Approvals reports to the Project Director Light Rail and will lead a team of staff. As a senior leader within Light Rail, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

This position requires a leader with a strong, considered, and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve Light Rail strategic objectives.

The Senior Director, Environment and Planning Approvals is primarily responsible for acting on behalf of MPC to provide expert advice and direction on environment and planning matters and policies, and their implications in the project development and delivery.

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. As part of the ACTPS Engineering Workforce Plan, women are also encouraged to apply.

**Eligibility/Other Requirements:**

**Mandatory:**

Environmental Science or related discipline – a bachelors degree or higher qualification and a minimum of ten years relevant experience in environment;

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;

Planning – a bachelors degree or higher qualification and a minimum of ten years relevant experience in planning;  
or

Equivalent experience.

**Highly Desirable:**

Experience in the delivery of light rail projects; and

Demonstrated relevant experience in managing environment and planning aspects of complex large scale infrastructure projects.

**Notes:** This is a temporary position available immediately for six months with the possibility of extension up to 5 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 your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Please provide copies of relevant degree and qualifications

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

Contact Officer: Ashley Cahif (02) 6205 1212 Ashley.Cahif@act.gov.au

**Suburban Land Agency**

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

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

**Suburban Land Agency**

**Built Form and Divestment**

**Built Form**

**Program Manager, Built Form**

**Infrastructure Manager/Specialist 1 \$168,218, Canberra (PN: 46370)**

Gazetted: 29 April 2021

Closing Date: 20 May 2021

**Details:** The Suburban Land Agency (the Agency) is seeking applications from suitable candidates to fill the role of Program Manager, Built Form. The successful candidate will be responsible for developing, implementing, monitoring, and reporting on the delivery of the Agency's built form program.

The multi-faceted role will lead and manage a number of projects within the Agency providing strategic direction whilst ensuring the governance and reporting of projects against agreed targets is routinely undertaken.

In this role you will manage a team, champion the values of the ACT Public Services, and communicate to Agency Executive and Board on project issues and risks and team management and performance.

To succeed in this role, you will bring strong knowledge and experience in project/program management, land development, building design and construction.

**Eligibility/Other requirements:**

**Mandatory Requirements**

Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

**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

**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

**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) or 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 qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

have a least 10 years relevant experience in Project Management.

**Notes:** This is a temporary position available for a period of six months with the possibility of extension and/or permanency. This position is likely to become an expected vacancy. 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 has moved to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Applicants should submit a supporting statement (no more than 3 A4 pages) outlining their Skills and Experience and addressing the Professional and Technical Skills and Knowledge, and Behavioural Capabilities located in the Positions Description.

A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

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

Contact Officer: Nicholas Holt (02) 6207 9646 [nicholas.holt@act.gov.au](mailto:nicholas.holt@act.gov.au)

### **Transport Canberra and City Services**

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

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

#### **Office of the Director-General**

#### **Communications and Engagement**

#### **Communications and Engagement Officer**

#### **Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 21298)**

Gazetted: 05 May 2021

Closing Date: 14 May 2021

**Details:** If you have a passion for storytelling and enjoy working with teams which work on projects which make Canberra a great city to live – this may just be the role for you!

Transport Canberra and City Services (TCCS) is looking for a communications and engagement officer to join its busy communications team.

We're looking for someone that loves the city we live in and is passionate about being a part of the services and projects that Canberrans rely on every day.

As a communications and engagement officer, you'll work in a collaborative environment, creating engaging communication materials for a variety of audiences through digital and traditional channels. You'll be responsible for developing and rolling out proactive communications strategies that engage the community on issues that matter to them as well as responding to reactive issues and media enquiries.

The successful applicant will have experience working in a similar role and must be a team player that works well under pressure in a fast-paced environment.

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

**Eligibility/Other Requirements:** Tertiary qualifications in Communications, Marketing, Community Engagement, Public Relations or Journalism are highly desirable.

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

**How to Apply:** Please provide responses of no more than two pages in total to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of two referees.

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

Contact Officer: Emily Wadwell (02) 6205 3229 [Emily.Wadwell@act.gov.au](mailto:Emily.Wadwell@act.gov.au)

## City Services

### City Presentation

#### Business Support

#### Work Health Safety and Wellbeing Advisor

#### Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 39544)

Gazetted: 05 May 2021

Closing Date: 19 May 2021

**Details:** An exciting opportunity exists to join the City Presentation Work Health Safety (WHS) and Wellbeing Team. If you have a key interest in the support of operationally focused teams, City Presentation provides a large and diverse workforce for you to flex your WHS know-how and skills.

City Presentation, a Branch within City Services Division of Transport Canberra and City Services (TCCS) is responsible for the planning and management of parks, open spaces and the public domain, including, lakes, street and parkland trees, public open space, and city places.

It protects the natural resources and amenity of the ACT and maintains the look of the city and its environs through its responsibilities that also include public land regulation and the protection of trees on public and private land. We are looking for a full time permanent WHS and Wellbeing Advisor to work individually and as part of a team to assist in the development and implementation of targeted and systematic health and safety initiatives and proactive programs that promote health and wellbeing. The position will also provide a key resource to whole of directorate safety initiative and program by collaboration with the TCCS Safety and Wellbeing Team.

The position reports to the Assistant Director WHS and Wellbeing and forms part of the Business Support function of City Presentation. The successful applicant will possess demonstrated experience and knowledge of the *Work Health and Safety Act 2011* and Work Health and Safety Regulations 2011 and drive implementation of safety requirements into the operational environment.

Strong verbal and written communication skills are essential for this people focused role which works extend across 18 locations around the ACT. You will be flexible and able to operate both in the office environment and support activities and initiatives in field including investigations, training, assessments, and incident management. If the above sounds like you, we'd love to hear from you.

Eligibility/Other Requirements:

- Minimum requirement is a Certificate IV in Workplace Health and Safety.
- Experience in WHS auditing is desirable.
- Drivers Licence (C-class) is mandatory.

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

**How to Apply:** Applicants should provide a two page pitch addressing the "What You Require" section of the position description, along with a current curriculum vitae including the name of at least two referees.

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

Contact Officer: Shannon Ogrady (02) 6207 7489 [shannon.ograde@act.gov.au](mailto:shannon.ograde@act.gov.au)

## Office of the Director-General

### Communications

#### Assistant Director, Communications and Engagement

#### Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 47386)

Gazetted: 03 May 2021

Closing Date: 10 May 2021

**Details:** Transport Canberra and City Services (TCCS) is looking for an experienced communications and engagement specialist to join its busy communications team.



We're looking for someone that loves the city we live in and is passionate about being a part of city-shaping infrastructure projects.

TCCS delivers infrastructure projects from major road upgrades to improvements to the urban open spaces Canberrans enjoy, and the Assistant Director of Communications and Engagement will work in a collaborative environment with project managers to engage the community on these initiatives.

The position will be responsible for providing strategic direction to the Infrastructure Delivery team on engagement activities, coordinating proactive opportunities to promote project milestones, and delivering communications activities to raise awareness of the program of works and potential impacts to the public.

The successful applicant must be a team player that works well under pressure in a fast-paced 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.

**Eligibility/Other requirements:** Experience in communications and engagement for infrastructure projects is highly desirable.

**Notes:** This is a temporary position available immediately for a period of two years. A merit pool will be established from this selection process and may be used to fill future similar vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Please provide responses of no more than two pages in total to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of two referees.

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

Contact Officer: Renee Riley (02) 6207 5743 renee.riley@act.gov.au

## City Services

### Roads ACT

#### Traffic Management and Safety

#### Temporary Traffic Management Permit Officer

**Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 36465)**

Gazetted: 03 May 2021

Closing Date: 17 May 2021

**Details:** The position will be responsible for providing the administrative support to the Temporary Traffic Management (TTM) Permit Officer, in relation to the assessment and approval of all statutory and regulatory applications received within the section covering traffic control devices, traffic management plans, road closures, road opening permits, bridge permits, over-dimensional width or length permits.

Specifically, the work will involve receiving and prioritising TTM applications. The creation of responses / approvals in Microsoft Word, using a standard set of templates, for the review and approval of the Temporary Traffic Management Permit Officer. Formally responding to applications using the approved documents.

In addition, the position will require the management of fees and charges through an existing process and on occasion, managing the GIS Mapping system to ensure the information remains up to date.

**Eligibility/Other requirements:** Driver's licence (C-Class) is essential.

**Notes:** An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is located in a workplace 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 Selection Criteria (what you require) in the Position Description; contact details for two referees and a current curriculum vitae.

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

Contact Officer: Neil Pincombe (02) 6205 7067 neil.pincombe@act.gov.au

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

## City Services

### City Operations

#### Infrastructure Planning / Asset and Data Integration

**Spatial Data and Information Manager (City Presentation/Urban Treescapes)  
Technical Officer Level 4 \$87,715 - \$100,388, Canberra (PN: 17872)**

Gazetted: 03 May 2021

Closing Date: 31 May 2021

**Details:** Asset and Data Integration (ADI) are seeking an enthusiastic and experienced Spatial Data and Information Manager to join the team from 01 July 2021.

The ADI team is located within Infrastructure Planning and support City Presentation and RoadsACT in the management of Canberra's public places and infrastructure. This position is responsible for asset and data management, geospatial planning and analysis, and providing business intelligence to support future strategies, policies and investment programs. This position supports the delivery of the Urban Treescapes operational programs by providing specialist geospatial and asset management services through ArcGIS Online and management of over 760,000 trees in the living infrastructure asset register through ArcGIS Pro. In addition to well-developed geospatial analysis and data management skills, the ideal candidate will possess strong leadership and communication skills and an ability to lead a small team of GIS experts.

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 Geospatial Data Management, Asset Management or Environmental Science.

A good working knowledge of ESRI ArcGIS Desktop (ArcGIS Pro) and ArcGIS Online, Safe Software's Feature Manipulation Engine (FME) and AutoCAD.

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

**How to Apply:** Applicants should provide the following:

A statement addressing the numbered requirements (1 to 6) under "what you require" in the Position Description with responses limited to 250-300 words (max) per criteria.

A current curriculum vitae.

Contact details of at least two referees.

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

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

## **APPOINTMENTS**

### **ACT Health**

**Administrative Services Officer Class 6 \$87,715 - \$100,388**

Louisa Sassen, Section 68(1), 27 April 2021

### **Canberra Health Services**

**Staff Specialist 1-5 \$180,732,984 - \$223,029**

Julia Hoy, Section 68(1), 29 April 2021

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

Binayak Adhikari, Section 68(1), 28 April 2021

**Health Professional Level 2 \$67,892 - \$93,203**

Sara Andrews, Section 68(1), 19 April 2021

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

Joshua Antony, Section 68(1), 28 April 2021

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

Mary Chandy, Section 68(1), 29 April 2021

**Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade)**

Kerryn Davies, Section 68(1), 27 April 2021

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

Nicola Elliott, Section 68(1), 23 April 2021

**Administrative Services Officer Class 2/3 \$58,230 - \$71,004**

Carolyn Elsworthy, Section 68(1), 3 May 2021

**Health Service Officer Level 5 \$57,809 - \$60,679**

Greg Gerrard, Section 68(1), 16 April 2021

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

Tara Jones, Section 68(1), 29 April 2021

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

Jessica O'Neill, Section 68(1), 10 May 2021

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

Charity Schneider, Section 68(1), 3 May 2021

**Administrative Services Officer Class 2 \$58,230 - \$64,299**

Wai Bonnie Sie, Section 68(1), 24 May 2021

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

Luke Skazlic, Section 68(1), 13 May 2021

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

Katie Tongue, Section 68(1), 1 May 2021

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

Megan Turek, Section 68(1), 16 April 2021

**Administrative Services Officer 3 \$65,976 - \$71,004**

Aimme Nabukete: 85359150, Section 68 (1)

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

Cynthia Ayisi: 84699145, Section 68 (1)

**Allied Health Assistant 2 \$54,988 - \$61,221**

Julia Perkovic: 85351239, Section 68 (1)

**Technical Officer 1 \$60,130 - \$63,043**

Ma Gianena Morony: 84727177, Section 68 (1)

**Health Professional Level 3 \$95,883 - \$101,033**

Michelle Nolan: 85673844, Section 68 (1)

**Technical Officer 1 \$60,130 - \$63,043**

Rashmi Thakur: 85792317, Section 68 (1)

**Health Services Officer 3 \$53,168 - \$54,896**

Sereseini Ralaisave: 85359249, Section 68 (1)

**Technical Officer 1 \$60,130 - \$63,043**

Susan Lindrud: 84504280, Section 68 (1)

**Chief Minister, Treasury and Economic Development**

**Administrative Services Officer Class 3 \$65,976 - \$71,004**

Eshan Arora, Section 68(1), 10 May 2021

**Administrative Services Officer Class 3 \$65,976 - \$71,004**

Joshua Brown, Section 68(1), 10 May 2021

**Senior Officer Grade B \$130,018 - \$146,368**

Sarah Marks, Section 68(1), 3 May 2021

**Senior Officer Grade C \$110,397 - \$118,832**

Rina Onorato, Section 68(1), 6 May 2021

**Administrative Services Officer Class 5 \$81,407 - \$86,168**

Adrian Ryan, Section 68(1), 5 May 2021

**Administrative Services Officer Class 3 \$65,976 - \$71,004**

Abbey Walker, Section 68(1), 28 April 2021

**Community Services**

**Administrative Services Officer Class 6 \$87,715 - \$100,388**

Mahin Raissi, Section 68(1), 3 May 2021

**Director of Public Prosecutions**

**Prosecutor Associate \$73,248 - \$75,492**

Emma Bacchetto, Section 68(1), 3 May 2021

**Prosecutor Grade 1 - 2 \$79,547 - \$124,348**

Katya Sharafeldin, Section 68(1), 10 May 2021

**Education**

**Coordinator - Cleaning Services Officer 4 \$57,359 - \$60,382**

Aura Bohorquez Rodriquez, Section 68(1), 30 April 2021

**Cleaning Services Officer 3 \$54,295 - \$56,505**

Yangchen Dolkar, Section 68(1), 6 May 2021

**Cleaning Services Officer 3 \$54,295 - \$56,505**

Hser Lercy, Section 68(1), 6 May 2021

**Environment, Planning and Sustainable Development**

**Senior Officer Grade B \$130,018 - \$146,368**

Chloe Sato, Section 68(1), 3 May 2021

**Justice and Community Safety**

**Senior Officer Grade C \$110,397 - \$118,832**

Kay Barralet, Section 68(1), 15 April 2021

**Administrative Services Officer Class 4 \$73,248 - \$79,310**

Lalit Dadheech, Section 68(1), 3 May 2021

**Prosecutor Grade 1 – 2 \$79,547 - \$124,348**

Katya Sharafeldin, Section 68(1), 9 February 2021

**Senior Officer Grade C \$110,397 - \$118,832**

Md Zahidul Huq, Section 68(1), 4 May 2021

**Administrative Services Officer Class 3 \$65,976 - \$71,004**

Sophie Ingold, Section 68(1), 29 April 2021

**Senior Officer Grade C \$110,397 - \$118,832**

Jessica Miller, Section 68(1), 3 May 2021

**Major Projects Canberra**

**Senior Officer Grade C \$110,397 - \$118,832**

Carole Caple, Section 68(1), 3 May 2021

**Transport Canberra and City Services**

**Senior Officer Grade B \$130,018 - \$146,368**

Jane Carey, Section 68(1), 3 May 2021

**Worksafe ACT**

**Regulatory Inspector 6 \$87,715 - \$100,388**

Craig Dillon, Section 68(1), 4 May 2021

**TRANSFERS**

**Canberra Health Services**

**Laureen Blyton**

From: \$73,248 - \$79,310

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 32901) (Gazetted 4 June 2020)

**Director of Public Prosecutions**

**Bwalya Chifuntwe**

From: Prosecutor Associate \$73,248 - \$75,492

Director of Public Prosecutions

To: Prosecutor Associate \$73,248 - \$75,492  
Director of Public Prosecutions, Canberra (PN. 47757) (Gazetted 6 February 2021)

## PROMOTIONS

### ACT Health

**Digital Solutions Division**  
**Technology Operations**  
**Clinical and Administrative Systems Hub**  
**Kylie McKay**

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

ACT Health

To: †Senior Information Technology Officer Grade C \$110,397 - \$118,832

ACT Health, Canberra (PN. 41789) (Gazetted 17 March 2021)

**Health Systems, Policy and Research Group**  
**Office of Professional Leadership and Education**  
**Chief Nursing and Midwifery office**  
**Patrice Murray**

From: Registered Midwife Level 3.1 \$108,237 - \$112,691

Health

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

ACT Health, Canberra (PN. 44278) (Gazetted 22 June 2020)

### Canberra Health Services

**Mark Collado**

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. 40166) (Gazetted 16 February 2021)

**Clinical Services**

**Eva Gueco**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 41531) (Gazetted 1 January 2000)

**Clinical Services**

**Elizabeth Holt**

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. 20588) (Gazetted 11 March 2021)

**Clinical Services**

**Isabel Manzano**

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. 39502) (Gazetted 26 February 2021)

**Clinical Services**

**Dimity Truman**

From: Administrative Services Officer Class 3 \$65,976 - \$71,004

Canberra Health Services

To: Administrative Services Officer Class 4 \$73,248 - \$79,310

Canberra Health Services, Canberra (PN. 28661) (Gazetted 16 March 2021)

**Clinical Services**

**Ashleigh Walker**

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

Canberra Health Services

To: Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services, Canberra (PN. 15149) (Gazetted 1 February 2021)

**Clinical Services**

**Marissa Young**

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. 22378) (Gazetted 19 March 2021)

**Chief Minister, Treasury and Economic Development**

**Strategic Finance**

**Xin Chen**

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$110,397 - \$118,832

Chief Minister, Treasury and Economic Development, Canberra (PN. 48950) (Gazetted 8 December 2020)

**Digital, Data and Technology Solutions**

**ICT Strategic Business**

**Strategic Finance**

**Kevin Escobia**

From: Administrative Services Officer Class 3 \$65,976 - \$71,004

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$73,248 - \$79,310

Chief Minister, Treasury and Economic Development, Canberra (PN. 37177) (Gazetted 11 March 2021)

**Commercial Services Infrastructure Group**

**ACT Property Group**

**Integrated Facilities Management**

**Charles Flynn**

From: Building Trade \$73,145 - \$77,361

Chief Minister, Treasury and Economic Development

To: †Senior Building Trade \$80,300 - \$85,873

Chief Minister, Treasury and Economic Development, Canberra (PN. 22403) (Gazetted 2 December 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.

**Strategic Finance**

**QianQian Liu**

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$110,397 - \$118,832

Chief Minister, Treasury and Economic Development, Canberra (PN. 36956) (Gazetted 8 December 2020)

### **Community Services**

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

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

##### **Bimberi Residential Services**

##### **Tauangemai Latukefu**

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Community Services

To: †Senior Officer Grade C \$110,397 - \$118,832

Community Services, Canberra (PN. 00411) (Gazetted 20 January 2021)

### **Director of Public Prosecutions**

#### **Legal**

##### **Angus Brown**

From: Prosecutor Associate \$73,248 - \$75,492

Justice and Community Safety

To: Prosecutor Grade 1 - 2 \$79,547 - \$124,348

Director of Public Prosecutions, Canberra (PN. 16346) (Gazetted 9 February 2021)

#### **ACT DPP**

##### **Non Legal**

##### **Isabelle Johnstone**

From: Paralegal Grade 2 \$67,627 - \$73,248

Justice and Community Safety

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Director of Public Prosecutions, Canberra (PN. 50729) (Gazetted 25 February 2021)

### **Education**

#### **Business Services**

##### **School Cleaning Services**

##### **Samir Abdel-Malak**

From: Cleaning Services Officer 2 \$51,742 - \$53,670

Education

To: †Cleaning Services Officer 3 \$54,295 - \$56,505

Education, Canberra (PN. 56392) (Gazetted 4 March 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

#### **Business Services**

##### **School Cleaning Services**

##### **Felipe Chacon Ramos**

From: Cleaning Services Officer 2 \$51,742 - \$53,670

Education

To: †Cleaning Services Officer 3 \$54,295 - \$56,505

Education, Canberra (PN. 56393) (Gazetted 4 March 2021)

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.

#### **Service Design and Delivery**

##### **Student Engagement**



**Flexible Education**

**Steven Dwyer**

From: School Assistant 4 \$67,267 - \$72,837

Education

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Education, Canberra (PN. 46681) (Gazetted 1 March 2021)

**Business Services**

**School Cleaning Services**

**Karen Love**

From: Cleaning Services Officer 2 \$51,742 - \$53,670

Education

To: †Cleaning Services Officer 3 \$54,295 - \$56,505

Education, Canberra (PN. 56389) (Gazetted 4 March 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Business Services**

**School Cleaning Services**

**Namgay Namgay**

From: Cleaning Services Officer 2 \$51,742 - \$53,670

Education

To: †Cleaning Services Officer 3 \$54,295 - \$56,505

Education, Canberra (PN. 56394) (Gazetted 4 March 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Business Services**

**Strategic Finance and Procurement**

**External Budgets and Reporting**

**Mark Scanes**

From: Senior Professional Officer Grade B \$130,018 - \$146,368

Education

To: †Senior Professional Officer Grade A \$151,002

Education, Canberra (PN. 47699) (Gazetted 10 November 2020)

**Business Services**

**School Cleaning Services**

**Siokapesi Takau**

From: Cleaning Services Officer 2 \$51,742 - \$53,670

Education

To: †Cleaning Services Officer 3 \$54,295 - \$56,505

Education, Canberra (PN. 56396) (Gazetted 4 March 2021)

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**

**Environment**

**Resilient Landscapes**

**Brian Butler-Kemp**

From: Administrative Services Officer Class 5 \$81,407 - \$86,168

Transport Canberra and City Services

To: †Senior Officer Grade C \$110,397 - \$118,832

Environment, Planning and Sustainable Development, Canberra (PN. 28931) (Gazetted 20 January 2021)

**Environment, Heritage and Water  
Parks and Conservation Service  
Fire, Forest and Roads  
Scott Farquhar**

From: Senior Professional Officer Grade C \$110,397 - \$118,832

Environment, Planning and Sustainable Development

To: †Senior Professional Officer Grade B \$130,018 - \$146,368

Environment, Planning and Sustainable Development, Canberra (PN. 51236) (Gazetted 9 April 2021)

**Justice and Community Safety**

**ACT Corrective Services  
Community Corrections and Release Planning  
Community Services Work Unit  
Sandford Beggs**

From: Building Service Officer 3 \$70,534 - \$74,533

Education

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Justice and Community Safety, Canberra (PN. 48985) (Gazetted 3 February 2021)

**Public Trustee and Guardian  
Guardianship  
Helen Connolly**

From: Senior Officer Grade C \$110,397 - \$118,832

Justice and Community Safety

To: †Senior Officer Grade A \$151,002

Justice and Community Safety, Canberra (PN. 38578) (Gazetted 27 July 2020)

**Major Projects Canberra**

**Project Development and Support  
Finance  
Sitong Lu**

From: Senior Officer Grade C \$110,397 - \$118,832

Education

To: †Senior Officer Grade B \$130,018 - \$146,368

Major Projects Canberra, Canberra (PN. 45807) (Gazetted 9 February 2021)

**Transport Canberra and City Services**

**City Services  
City Presentation  
Place Management  
Kevin Minogue**

From: General Service Officer Level 3/4 \$51,742 - \$56,505

Transport Canberra and City Services

To: †General Service Officer Level 5/6 \$57,359 - \$63,127

Transport Canberra and City Services, Canberra (PN. 33884) (Gazetted 30 November 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.

**City Services  
City Presentation**

**Urban Treescapes**

**Carma Sweet**

From: Technical Officer Level 4 \$87,715 - \$100,388

Transport Canberra and City Services

To: †Senior Officer Grade C \$110,397 - \$118,832

Transport Canberra and City Services, Canberra (PN. 17745) (Gazetted 29 March 2021)

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.