



ACT Government Gazette
Gazetted Notices for the week beginning 16 April 2020

VACANCIES

ACT Health

ACT Health

Digital Solutions Division

ICT Infrastructure Hub

Infrastructure Project Manager

Senior Information Technology Officer Grade C \$107,475 - \$115,687, Canberra (PN: 46928)

Gazetted: 20 April 2020

Closing Date: 4 May 2020

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 operational 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 ACT public health facilities. 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
- information management and information security, and
- delivery of ICT infrastructure for new and refurbished health facilities.

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

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 the Apply Now button below.

Contact Officer: Kristina Carroll (02) 5124 9334 kristina.carroll@act.gov.au

ACT Health

Digital Solutions Division

Medications Systems Hub

Chief Pharmacy Information Officer and Senior Director

Pharmacist Level 6 \$157,912, Canberra (PN: 41265)

Gazetted: 15 April 2020

Closing Date: 01 May 2020

Details: Are you a Senior Pharmacist that's up for a challenge? Do you have experience in the management of health ICT systems? Do you want to contribute to the digital transformation of our health system and make a difference to the community? Do you wish to be appointed as the ACT's Chief Pharmacy Information Officer to lead the ongoing digital transformation of the ACT public health systems' medication management systems? The Digital Solutions Division within ACT Health is looking to hire a suitably qualified and energetic pharmacist to manage the Medication Systems Hub and provide professional leadership for allied health professionals within the Digital Solutions Division. The Medication Systems Hub is a multidisciplinary team which provides operation support for a range of medication systems used by clinicians throughout Canberra Health Services. 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.

Note: This is a temporary position available for nine months with a 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.

How to Apply: Please submit a written application responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager.

Applications should be submitted the Apply Now button below.

Contact Officer: Peter McNiven (02) 5124 9066 peter.mcniven@act.gov.au

ACT Health

Health System Policy and Research Policy

Partnership and Programs

Executive Support

Executive Assistant Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 38090)

Gazetted: 22 April 2020

Closing Date: 06 May 2020

Details: The Policy, Partnerships and Programs Division contribute to the Strategic Plan, values and goals of the ACT Health Directorate through the provision of evidence based, strategic policy advice. Work areas within the Division include Health Policy and Strategy, Mental Health Policy, Legal Policy, and Aboriginal and Torres Strait Islander Health Partnerships. The Division also work collaboratively across the Directorate and the ACT Government more broadly, including internally with the Office of Deputy Director-General Health Policy, Systems and Research and Ministerial and Government Services. The Executive Assistant to the Executive Group Manager, Policy, Partnerships and Programs provides high-level administrative support to the Executive and work areas of the Division. Under direction, the position is required to engage in continual problem solving, have well-developed multi-tasking skills and the ability to prioritise and reprioritise work. Additionally, the Executive Assistant liaises with stakeholders across the

Directorate to support timely responses to business needs. 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.

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 maximum two page pitch outlining your suitability for the position against the capabilities in the Position Description; a copy of your current curriculum vitae; and the contact details for two referees, one of which should be your current supervisor or manager. Applications which do not include the requested information may not be considered.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kathy Piefke (02) 5124 9890 kathy.piefke@act.gov.au

ACT Health

Digital Solutions Division

Technology Operations

Support and Diagnostic Systems Hub

Support Analyst

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 47169, several)

Gazetted: 21 April 2020

Closing Date: 05 May 2020

Details: If you enjoy troubleshooting and investigating 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 and 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 can also involve local client contact and support with the opportunity for flexible hours and out of hours 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 are required to provide technical support outside of usual business hours through a roster arrangement utilizing on call overtime arrangements and rostered shift work involving after hour 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.

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

How to Apply: Please submit a 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.

Applications should be submitted the Apply Now button below.

Contact Officer: Matthew Goldrick (02) 5124 9110 matthew.goldrick@act.gov.au

Chief Minister, Treasury and Economic Development

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

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

Shared Services ICT

SSICT Strategic Business

ICT Commercial Services

ICT Licence Management Officer

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 00016)

Gazetted: 22 April 2020

Closing Date: 6 May 2020

Details: The ICT Licence Management Officer provides key advisory services to Shared Services ICT and ACT Government Directorates on software licensing options, and the process to gain licence approvals. The Licence Management Officer roles sits within ICT Commercial Services Section, and is critical to the effective co-ordination of the Section's software licensing function. In particular, the Licence Management Officer co-ordinates a ServiceNow queue of Directorate requests for software, and researches the background to software requests in order to make recommendations regarding approval. The Licence Management Officer also co-ordinates input to a Software Management Reference Group which considers new software requests. The Licence Management Officer may also be requested to assist with software costing exercises, and preparation of briefing material on licensing arrangements.

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

How to Apply: Applicants are to address the Selection Criteria located in the Position Description (limit of four pages), and provide a current curriculum vitae and the names and contact of two referees, one of whom should be your current or recent supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Geoff Fietz (02) 6205 8050 Geoff.Fietz@act.gov.au

Access Canberra

Office of the Deputy Director-General

Executive Assistant

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 46798)

Gazetted: 21 April 2020

Closing Date: 28 April 2020

Details: Access Canberra is seeking an Executive Assistant to join the Fellowship of the Ring (Office of the Deputy Director- General). Life is never boring travelling the road with the Head of Access Canberra and Executive Group Manager. Your role within the Fellowship is of vital importance, ensuring they are well armed through efficient and effective administrative support for the varied quests they undertake daily. Like Aragorn, Legolas and Gimli you will need your wits about you and be able to work under pressure whilst remaining calm if a hoard of Orcs come knocking on your door. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: If you're ready to leave the Shire and are keen for your next unexpected journey, send us a one-page pitch outlining why you are the perfect person for the role. Please also include a copy of your curriculum vitae and details of two referees.

Applications should be submitted the Apply Now button below.

Contact Officer: Rachael Short (02) 5124 6022 rachael.short@act.gov.au

Information and Communication Technology

Customer Service and Engagement

Chief Minister, Treasury and Economic Development and Public Authorities and Territory Owned Corporations

Application Support Officer

Information Technology Officer Class 1 \$69,125 - \$78,687, Canberra (PN: 12867)

Gazetted: 16 April 2020

Closing Date: 7 May 2020

Details: Do you have a working knowledge or experience supporting Web based applications? Do you have experience with backend databases and SQL scripting? Do you enjoy solving problems and working with a diverse range of stakeholders, and can deliver effective customer service within an ITIL framework? Chief Minister, Treasury and Economic Development (CMTEDD) ICT team are seeking for a motivated individual with good technical and communication skills to support a variety of business applications. As an ICT Support officer you will provide technical support, problem resolution, system administration, project support as well as participate in business processes improvement. The position provides you with the opportunity for developing skills across a range of platforms, and be part of a process of continual improvement and innovation. This position is embedded in a business environment supporting a range of government 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.

Note: This is a temporary position available for a period of up to 12 months with possibility of extension or permanency. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please provide a curriculum vitae and a two page application 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 the Apply Now button below.

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

Economic Development

Skills Canberra

Skills Policy and Strategy

Senior Director Skills Policy and Strategy

Senior Officer Grade A \$147,006, Canberra (PN: 38797)

Gazetted: 17 April 2020

Closing Date: 4 May 2020

Details: Skills Canberra is the branch of the ACT Government responsible for the policy and programs relating to vocational education and training, adult community education, and skilled migration in the ACT. Our purpose is to enable skills and workforce development to enhance Canberra's economic and social wellbeing. Our vision is a skilled Canberra for today and tomorrow.

As part of the Economic Development Division, our actions facilitate the diversification and strengthening of the ACT economy as well as the creation of a vibrant community that will attract and retain people in the city.

Our operating environment is dynamic and so we are aware, focussed and flexible. We also like to have some fun along the way. Above all, we are enthusiastic about supporting people and organisations in the Canberra Region through relevant and effective policy and programs.

We are looking for the right person to lead and manage the section of the branch which is focussed on the strategic picture of skills development. This person will be able to look upwards, outwards and forwards by:

Researching and analysing to create a strong evidence base, - forecasting and reporting on where skills demand is heading,

Developing policy and programs which enable the sector to meet this demand, and

Establishing and maintaining systems to monitor the performance and compliance of these policies and programs.

The position description contains further details of the role, and of the type of person we are after to fill it. Prospective applicants are also encouraged to discuss the position with the contact officer before applying.

This is a great time to join a branch which engages with and supports a sector that plays a critical part in the lives and employment of people in the Canberra Region, and to economic survival and recovery.

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

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

How to Apply: Please provide your curriculum vitae, a response to the Selection Criteria (maximum 350 words per criterion), and the names and contact details of at least two referees who can attest to your work performance, ability and attitude (one of whom is to be a current or very recent supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Josephine Andersen (02) 6207 4791 Josephine.Andersen@act.gov.au

Economic Development

Skills Canberra

Branch Coordination, Governance and Systems

Director Branch Coordination and Governance

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 07251)

Gazetted: 17 April 2020

Closing Date: 1 May 2020

Details: Skills Canberra is the branch of the ACT Government responsible for the policy and programs relating to vocational education and training, adult community education, and skilled migration in the ACT. Our purpose is to enable skills and workforce development to enhance Canberra's economic and social wellbeing. Our vision is a skilled Canberra for today and tomorrow. As part of the Economic Development Division, our actions facilitate the diversification and strengthening of the ACT economy as well as the creation of a vibrant community that will attract and retain people in the city. Our operating environment is dynamic and so we are aware, focussed and flexible. We also like to have some fun along the way. Above all, we are enthusiastic about supporting people and organisations in the Canberra region through relevant and effective policy and programs. We are looking for the right person to lead and manage the section which is focussed on coordinating and supporting the whole branch. This person will manage a small group of staff to (among other matters):
coordinate whole-of-branch activities;

manage the preparation and submission of timely, accurate and appropriate responses to government business matters;
ensure compliant branch governance and administration; and
oversee the management of the bespoke ICT systems and web sites used by the branch to administer its VET and Skilled Migration responsibilities.

The position description contains further details of the role, and of the type of person we are after to fill it. Prospective applicants are also encouraged to discuss the position with the contact officer before applying. This is a great time to join a branch which engages with and supports a sector that plays a critical part in the lives and employment of people in the Canberra Region, and to economic survival and recovery. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please provide your curriculum vitae, a response to the Selection Criteria (maximum 350 words per criterion), and the names and contact details of at least two referees who can attest to your work performance, ability and attitude (one of whom is to be a current or very recent supervisor). Applications should be submitted the Apply Now button below.

Contact Officer: Andrew Wyman (02) 6205 0081 andrew.wyman@act.gov.au

Corporate

People and Capability Branch

Safety and Wellbeing

Assistant Director - Safety and Wellbeing

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 40476)

Gazetted: 22 April 2020

Closing Date: 8 May 2020

Details: Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is a diverse and exciting Directorate that offers the Assistant Director – Safety and Wellbeing the opportunity to work in partnership with Executives and line areas that look after Venues, Events, Arts, Property Management and various Inspectorates as well as contribute to setting the strategic safety direction.

The position will operate as part of a small outcomes focused team that performs a broad range of strategic Human Resource (HR) functions for the Directorate. The successful applicant will have proven technical experience and the ability to provide expert advice and support in safety management strategies, systems and programs, Work Health Safety (WHS) reporting, management of committees and maintaining the Directorate's WHS management system. The successful applicant will have strong work health and safety experience and enjoy a variety of tasks; one day you may be drafting safety procedures and policies and the next you might be undertaking risk management activities out in the field.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply. Eligibility/Other Requirements: A Certificate IV in WHS or equivalent experience is highly desirable.

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

How to Apply: Applications should address the Selection Criteria and restrict their responses to two pages. Applications should be submitted via the Apply Now button below.

Contact Officer: Raphaela Higginbotham (02) 6205 0290 Raphaela.Higginbotham@act.gov.au

Economic Development

Skills Canberra

Assistant Director Strategy

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 32064)

Gazetted: 21 April 2020

Closing Date: 5 May 2020

Details: Skills Canberra is the branch of the ACT Government responsible for the policy and programs relating to vocational education and training, adult community education, and skilled migration in the ACT. Our purpose is to enable skills and workforce development to enhance Canberra's economic and social wellbeing. Our vision is a skilled Canberra for today and tomorrow.

As part of the Economic Development Division, our actions facilitate the diversification and strengthening of the ACT economy as well as the creation of a vibrant community that will attract and retain people in the city. Our operating environment is dynamic and so we are aware, focussed and flexible. We also like to have some fun along the way. Above all, we are enthusiastic about supporting people and organisations in the Canberra region through relevant and effective policy and programs.

We are seeking an interdisciplinary-minded individual to support the work of the Policy and Strategy team. The successful candidate will be part of a small, multi-disciplinary team that works across Skills Canberra, and consults regularly with internal and external stakeholders. The interdisciplinary nature of the project means the successful candidate should be a 'big picture' thinker, with a strong ability to link seemingly disparate information sources. The successful candidate will have excellent research and analytic skills, both quantitative and qualitative, as well as the ability to produce high-quality written documents and presentations for senior management and external stakeholders.

The Position Description contains further details of the role, and of the type of person we are after to fill it. Prospective applicants are also encouraged to discuss the position with the contact officer before applying. This is a great time to join a branch which engages with and supports a sector that plays a critical part in the lives and employment of people in the Canberra Region, and to economic survival and recovery. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please provide your curriculum vitae, a response of no more than 1000 words to the Selection Criteria, and the names and contact details of at least three referees who can attest to your work performance, ability and attitude (at least one of whom is to be a current or very recent supervisor). Applications should be submitted via the Apply Now button below.

Contact Officer: Andre Diez de Auz (02) 6205 7035 Andre.DieздеAuz@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

Office of the Director-General

Organisational Governance

Assembly Liaison Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 09248)

Gazetted: 21 April 2020

Closing Date: 5 May 2020

Details: The Community Services Directorate (CSD) is looking for an experienced officer to undertake the duties of the Directorate's Assembly Liaison Officer. This position provides high level advice on Legislative Assembly processes to the Directorate and Ministers' offices, and coordinates the confidential management of Cabinet documents throughout CSD.

The Directorate has responsibility for various portfolios that include Community Services; Housing ACT; Children, Youth and Families; Disability; Safer Families; Women; Multicultural; Seniors and Veterans; and Aboriginal and Torres Strait Islander Affairs. A good understanding of the ACT Government would be an advantage. If you like interesting and varied work, can demonstrate initiative and integrity, and work well under pressure, then this is a great opportunity for you.

CSD is an inclusive employer where all people are respected, and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ+) people.

Note: This is a permanent position available from 6 June 2020. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Interested candidates should submit a two-page pitch that demonstrates relevant skills and experience against the Selection Criteria. Please also include a current curriculum vita and two current referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tracy Chester (02) 6205 0469 tracy.chester@act.gov.au

Education

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

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

School Performance and Improvement

School Improvement

Instructional Mentor

School Leader B \$143,046, Canberra (PN: 42159)

Gazetted: 22 April 2020

Closing Date: 29 April 2020

Details: Expressions of interest are sought to fill a temporary vacancy. This is a Directorate level leadership role as an Instructional Mentor, to deliver the key components of the Strengthening Leadership Capability Plan. The role requires working closely with the Directors of School Improvement and with school leadership teams across ACT public schools in a highly dynamic environment requiring both face to face and virtual communication approaches.

The successful applicants will have demonstrated:

Proven effective instructional school leadership and leading of learning.

Proven effective leading of school improvement processes and a good understanding of the ACER National School Improvement Tool.

Understanding of transformation and complex change management.

Knowledge of adult learning principles.

Deep pedagogical knowledge.

Inspiring and innovative teaching through synchronous and asynchronous learning and embedding contemporary pedagogy.

Strong understanding of the Australian curriculum.

Capacity to provide instructional capability development to leaders at all levels across a number of school sectors including in remote learning (Secondary experience desirable).

Understanding of coaching and mentoring and professional learning communities as strategies to support capability development.

Currency of knowledge of educational research.

Proven written and oral communication and organisational skills.

This position is based in the Education Support Office (ESO) with office-based conditions. The successful applicant is expected to work collaboratively within a small high performing team within the School Improvement Group. The role will require working with sensitive analytical insights from the School Review and Planning team, School Operations team and other ESO elements to inform targeted school leadership support.

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

Selection may be based on application and referee reports only.

How to Apply: If this is a role that interests you please submit your curriculum vitae, statement of claims based on the five leadership capabilities outlined in the Position Description (maximum five pages) and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stephen Gwilliam (02) 6205 1819 stephen.gwilliam@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.

Business Services

Strategic Finance and Procurement

Budgets and Reporting

Director, Internal Budget and Reporting

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 32204)

Gazetted: 17 April 2020

Closing Date: 24 April 2020

Details: The Strategic Finance and Procurement Branch requires a Director in the Internal Budgets and Reporting sub section who has excellent leadership, analytical and communication skills. The successful applicant will provide high quality financial advice and support to senior executive, particularly in relation to budgeting, financial reporting and statistics including financial management and resource allocation. The Internal Budgets and Reporting area works closely with all branches and line areas within the Directorate and the successful applicant will be required to provide high quality financial advice and promote sound financial management practices in the Directorate, preparation of regular management and statutory reports including compliance with the Directorate's relevant legislation and guidelines. The applicant is also required to negotiate and liaise with the Directorate and schools' representatives and other ACT Government agencies as required.

Eligibility/Other Requirements: Tertiary accounting qualifications and membership or progression towards CPA or CA status is highly desirable.

Note: This is a temporary position available from 04 May 2020 until 06 November 2020. Selection may be based on application and referee reports only.

How to Apply: A brief supporting statement (maximum of two pages), and a current curriculum vitae including the names of two referees is required. The supporting statement should address the Selection Criteria and refer to relevant skills and experience.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Podnar (02) 6205 3145 Peter.Podnar@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

Climate Change and Sustainability

Program Delivery

Director

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 36237, several)

Gazetted: 22 April 2020

Closing Date: 8 May 2020

Details: Program Delivery is seeking to employ two Directors to manage the Household and Community Team and the Business and Economic Development team of Climate Change and Sustainability Division in EPSDD. In these positions, you will oversee a team of staff who are responsible for developing and delivering a range of programs that support householders and businesses to make their homes and lifestyles more sustainable. The Household Programs team works with electricity retailers to administer the Energy Efficiency Improvement Scheme, a legislated program to help households and businesses reduce emissions and energy costs and delivers a range of targeted energy and water advice, education and savings programs to low income households. The Business and Economic Development team delivers programs in business recycling, business energy and water, and ensures Canberra is a nation-leading hub for renewable energy innovation and investment including by achieving the 100% Renewable Electricity Target and implementing the Next Generation Energy Storage Program.

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

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

Note: These positions are available immediately until January 2021 with the possibility of extension and/or permanency. Occasional weekend work will be required. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. An order of merit list may be established to fill future vacancies at level over the next 12 months.

How to Apply: Applications are sought from potential candidates and should include a two-page pitch addressing the Selection Criteria, a current curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ros Malouf (02) 6207 5335 ros.malouf@act.gov.au

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>

Clinical Services

Women Youth & Children

Women and Babies

Obstetrician and Gynaecologist

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 27511)

Gazetted: 23 April 2020

Closing Date: 4 May 2020

Overview of the work area and position:

These opportunities suit highly skilled clinicians with extensive experience in the practice of evidence based Obstetrics and Gynaecology. The successful candidates will provide leadership, and work as a team member while demonstrating a commitment to teaching medical students, residents, registrars as well as nursing/midwifery and allied health professionals. Demonstrated commitment to all aspects of clinical governance, demonstrated high level communication and interpersonal skills and demonstrated experience conducting and leading research and audit in relevant areas of practice are essential criteria. The Specialist will be required to manage inpatients referred to the Obstetrics and Gynaecology service at the new Centenary Hospital for Women and Children, participate on the on-call Obstetrics and Gynaecology roster, conduct outpatient clinics and contribute to the teaching program of ANU Medical School. The Department of Obstetrics and Gynaecology at Canberra Hospital provides tertiary level obstetrics and gynaecological services to the ACT and surrounding regions. Canberra Hospital has more than 3700 births per year and is a level 6 referral centre for high risk pregnancies for the region. It is the only tertiary care perinatal unit between Sydney and Melbourne and has a busy Fetal Medicine Unit. The department is accredited by RANZCOG for the FRANZCOG Training Program and subspecialty training in Maternal Fetal Medicine. Canberra Hospital's Centre for Newborn Care has over 650 admissions per year. The Department provides gynaecological services to the same region with support for gynaecological oncology from Royal Women's Hospital, Randwick. It also provides an Adolescent Gynaecology service supported by a visiting specialist from Melbourne. The department has a well-supported RANZCOG training programme including those rotated to other metropolitan and rural rotations. It is expected that the successful candidate participates in the training of the RANZCOG trainees. There is an active junior doctor programme which is producing quality trainees interested in continuing in Obstetrics and Gynaecology. Involvement in departmental teaching and research is encouraged and supported. There is a strong commitment to quality and audit. The new Centenary Hospital for Women and Children (CHWC) at the Canberra Hospital co-locates Maternity, Gynaecology, Neonatal, Paediatric and Adolescent services with enhanced models of care to meet the needs of the ACT and surrounding region. Plans are in place for further expansion of CHWC to accommodate more postnatal beds, expanded Maternity Assessment Unit, Gynaecological Procedure Suite and Neonatal Intensive Care facilities. The successful candidate is expected to contribute to the existing services and also to contribute to service development in the department. ACT Health is developing the Specialty Services Plan, which is a strategic development of the services for the future. The services at CHWC are also expanding as part of the territory wide plan. As part of the expansion of services, special interests or subspecialty interests in the area of maternal fetal medicine and emergency gynaecology would be advantageous.

Eligibility/Other Requirements:

- Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA).
 - Registered or eligible for registration for Fellowship of the Royal Australian and New Zealand College of Obstetricians & Gynaecologist (RANZCOG) or equivalent specialist qualifications.
- Please note prior to commencement successful candidates will be required to:
- Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC).
 - Undergo a pre-employment National Police check.
 - Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

Salary, Remuneration and Conditions:

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

Annual Salary: Indicative total package value of between: \$272,410 - \$331,380 inclusive of salary, applicable allowances and 10.5% super.

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

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

Contact Officer: A/Prof Boon Lim (02) 6174 7591

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

Justice and Community Safety

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

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

ACT Courts and Tribunal

Corporate and Strategic Services

ICMS Team

ICMS Business Analyst and Support Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 38042)

Gazetted: 22 April 2020

Closing Date: 14 May 2020

Details: At ACT Courts and Tribunal (ACTCT) we are focused on delivering business services that create positive change to business practices within our business units and for court and tribunal users.

The Integrated Courts Management System (ICMS) team is seeking a positive, innovative, forward-thinking, customer-focused person for the position of Business Analyst and Support Officer to assist and support users of ICMS and contribute to business process improvements and changes.

The successful applicant will have a strong focus on delivering business solutions and be experienced in maintaining effective working relationships with stakeholders. You will need to have well-developed writing and verbal communication skills, be self-motivated, take ownership of work, and can work well within and across teams.

The successful applicant will have qualifications and/or experience in business analysis or a similar discipline, experience in working with complex business information systems and users, including training and assisting others to learn new business systems. A knowledge and understanding of court and tribunal practices and procedures and/or alternative dispute resolution and experience in the use of the Integrated Case Management System (ICMS) or other case management solutions would be an advantage.

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

Note: This is a temporary available for a period of twelve months. Selection may be based on application and referee reports only.

How to Apply: Applicants must submit a two-page pitch outline their ability, experience and what they can bring to the role, providing examples of their achievements and how they relate to this position and its requirements. A current curriculum vitae and contact details of two referees should also be provided. Applications should be submitted via the Apply Now button below.

Contact Officer: Mary Aslanidis (02) 6205 0749 Mary.Aslanidis@courts.act.gov.au

ACT Courts and Tribunal

Corporate and Strategic Services

Integrated Courts Management System

Business Analyst

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 32096)

Gazetted: 22 April 2020

Closing Date: 14 May 2020

Details: At ACT Courts and Tribunal (ACTCT) we are focused on delivering business services that create positive change to business practices within our business units and for court and tribunal users. The Integrated Courts Management System (ICMS) team is seeking a positive, innovative, forward-thinking, customer-focused person for the position of Business Analyst to assist in the delivery of ICMS eServices and contribute to business process improvements and changes. The successful applicant will have a strong focus on delivering business solutions and be experienced in maintaining effective working relationships with stakeholders. You will need to have well-developed writing and verbal communication skills, be self-motivated, take ownership of work, and can work well within and across teams. The successful applicant will have qualifications and/or experience in business analysis or a similar discipline, experience in working with complex business information systems and users, including training and assisting others to learn new business systems. A knowledge and understanding of court and tribunal practices and procedures and/or alternative dispute resolution and experience in the use of the Integrated Case Management System (ICMS) or other case management solutions would be an advantage.

Note: This is a temporary position available from 2 July 2020 for six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Applicants must submit a two-page pitch outline their ability, experience and what they can bring to the role, providing examples of their achievements and how they relate to this position and its requirements. A current curriculum vitae and contact details two referees should also be provided. Applications should be submitted the Apply Now button below.

Contact Officer: Mary Aslanidis (02) 6205 0749 mary.aslanidis@courts.act.gov.au

ACT Courts and Tribunal
Corporate and Strategic Services
ICMS Team
Test Analyst

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 46953)

Gazetted: 22 April 2020

Closing Date: 14 May 2020

Details: At ACT Courts and Tribunal (ACTCT) we are focused on delivering business services that create positive change to business practices within our business units and for court and tribunal users.

The Integrated Courts Management System (ICMS) team is seeking a positive, innovative, forward-thinking, software test analyst to work closely with the development and business analyst teams to methodically test software and ensure quality outcomes.

The successful applicant will have a strong focus on quality testing in the delivery of business solutions and be experienced in maintaining effective working relationships with stakeholders. You will need to have well-developed writing and verbal communication skills, be self-motivated, take ownership of work, and be able to work well within and across teams.

You will need to demonstrate end to end testing experience across all testing cycles, assist in user acceptance testing, and demonstrate sound judgement while maintaining strong attention to detail.

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

How to Apply: Applicants must submit a two-page pitch outline their ability, experience and what they can bring to the role, providing examples of their achievements and how they relate to this position and its requirements. A current curriculum vitae and contact details two referees should also be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mary Aslanidis (02) 6205 0749 Mary.Aslanidis@courts.act.gov.au

Legislation, Policy and Programs

Civil Law

Senior Manager

Senior Officer Grade A \$147,006, Canberra (PN: 37508)

Gazetted: 22 April 2020

Closing Date: 7 May 2020

Details: Legislation, Policy and Programs is seeking a highly motivated person to head up its Access to Justice team. The Access to Justice team sits within the Civil Law group, and provides policy advice to Government and Court and Tribunal and legal assistance policy. This includes working with a range of stakeholders to progress critical law reform projects, and the management of legal assistance funding and service planning arrangements for the Canberra legal assistance sector. The Senior Manager – Access to Justice is responsible for leading this work, and will be required to represent the ACT and Directorate at stakeholder meetings, and on inter-directorate and inter-governmental projects, and personally handle more sensitive policy reforms. This role has people management responsibilities, and the Senior Manager will be required to lead a team to deliver on the Government's key priorities regarding access to justice in the ACT.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Zoe Hutchinson (02) 6207 6192 zoe.hutchinson@act.gov.au

Transport Canberra and City Services

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

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

City Services

ACT NoWaste

Waste Regulation

Director Waste Regulation

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 37979)

Gazetted: 17 April 2020

Closing Date: 4 May 2020

Details: ACT NoWaste is seeking a Director of Waste Regulation.

The Waste Management and Resource Recovery Act 2016 and Waste Management and Resource Recovery Regulation 2017 create a legislative framework that aims to promote and reward responsible practices in waste management and resource recovery. Additionally, it supports the Government's objective to reduce waste and minimise the volume of material going to landfill.

The Director manages the waste regulatory functions necessary to support the Waste Manager meet their obligations under the Act. This includes activities necessary for the effective implementation and ongoing administration of the Act and supporting the Waste Manager in the execution of their functions in accordance with the Act.

The Director also takes a lead responsibility around regulatory policy development, licensing of waste facilities, registration of waste transporters, waste activity reporting, and administration of the ACT Container Deposit Scheme.

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 successful applicant must have:

Experience working in an environment undertaking a range of regulatory activities such as compliance monitoring, auditing, assurance, enforcement, or investigation.

One or more of the following qualifications: Certificate IV in Government (Statutory Compliance), Certificate IV in Government (Investigations), Certificate IV in Quality Audit, or equivalent.

A current driver's licence or equivalent. The successful applicant must meet suitability requirements (experience, qualifications and personal character) to be appointed as an Authorised Person under the Act. These requirements include demonstrated experience, relevant qualifications (outlined under the eligibility requirements listed below), and being of good character, demonstrated through:

Recent criminal history check not including spent convictions (undertaken as part of standard ACT Government recruitment procedures for the successful candidate). Character references.

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. Interviews may be conducted via video link. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a written response to the Selection Criteria (maximum three pages), curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Director Waste Regulation (02) 6205 4878 katherine.harrington@act.gov.au

City Services

ACT NoWaste

Strategic Coordination and Planning

Assistant Director – Environment, Risk and Safety

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 00330)

Gazetted: 20 April 2020

Closing Date: 11 May 2020

Details: Join Transport Canberra and City Services as we make Canberra attractive, safe and easy to move around. We offer rewarding careers with great benefits, where you will work on projects that make a difference to the everyday lives of your family, friends and community. ACT NoWaste designs, commissions and manages outsourced waste and recycling services which aim to encompass best practice, respond to community demand, maximise resource recovery and meet budget expectations. The Strategic Coordination and Planning Team is responsible for new programs of work to achieve excellence in waste and recycling operations. The Assistant Director – Environment, Risk and Safety will provide high-level advice specific to the waste sector, drawing on extensive risk and Work Health and Safety (WHS), environment and quality control experience. The role will carry out business unit reporting activities in the areas of risk, WHS and environmental management. The role is responsible for ensuring ACT NoWaste achieves a positive safety, risk and WHS culture across all activities. The role oversees ACT NoWaste waste management activities such as contracts and projects to ensure appropriate mechanisms are in place to manage the impact these activities have on the environment and the measures to improve environmental performance and management. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages addressing the capabilities (What You Require section) in the Position Description, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted the Apply Now button below.

Contact Officer: Naomi Lee (02) 6207 8854 naomi.lee@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

Governance and Corporate Services

Corporate Services

Senior Director, Corporate Services

Senior Officer Grade A \$147,006, Canberra (PN: 38895)

Gazetted: 22 April 2020

Closing Date: 8 May 2020

Details: The Suburban Land Agency (SLA) is established under section 37 of the City Renewal Authority and Suburban Land Agency Act 2017 (the Act), and regulated by Parts 8 and 9 of the Financial Management Act 1996 (FMA), section 50 of the Planning and Development Act 2007 and the Public Sector Management Act 1994 (PSMA).

The objectives of the Suburban Land Agency are set out in section 38 of the Act and include:

The encouragement and promotion of inclusive communities through the delivery of people-focussed neighbourhoods;

The encouragement and promotion of suburban development that supports affordable living, a safe and healthy population, social inclusion, housing choice, environmental sustainability, urban renewal, growth and diversification of the Territory economy and social and environmental sustainability; and
Operational effectiveness, delivering value for money using sound risk practices.

Reporting to the Agency Secretary and Governance Manager, the Senior Director, Corporate Services will lead SLA's corporate services function including supporting the organisation and the Corporate Service team to undertake change and continuous improvement.

Duties include:

Managing the provision of high quality corporate services including HR, information and records management, procurement, facilities, security and fleet services;

Managing the services provided under any agreement with a Government Directorate or other entity to ensure optimum and measurable service provision;

Managing SLA's business continuity and crisis management framework;

Preparing high level correspondence and briefing papers including Board papers and Ministerials;

Building and managing productive relationships with stakeholders, senior staff within the ACT Public Service and external stakeholders; and

Undertaking other duties as required which will contribute to the operations of the team.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Sally Gilbert (02) 6205 9980 SallyL.Gilbert@act.gov.au

Canberra Health Services

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

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

Clinical Services

Medicine

Clinical

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 22389)

Gazetted: 23 April 2020

Closing Date: 4 May 2020

Our Vision: creating exceptional health care together

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

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range publicly funded health facilities, programs and services including but not limited to: The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services. University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services. Four Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages. A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services. Overview of the work area and position Ward 6A provides clinical support, education and care coordination for patients with Cardiology, Endocrinology, Respiratory and Rheumatology conditions. The position is responsible for the operational management and leadership of a multidisciplinary team. The successful applicant will be able to manage human, financial and material resources efficiently; to lead and coordinate the multidisciplinary team to provide safe, and efficient care, quality improvement and participate in research.

Eligibility/Other Requirements:

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

Hold a current driver's licence.

Desirable:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note: This is a temporary full time position available for six months with the possibility of extension. This is a full time Monday to Friday position.

Contact Officer: Tracey Duggan (02) 5124 5161 tracey.duggan@act.gov.au

Clinical Services

Medicine

Clinical

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 40747)

Gazetted: 23 April 2020

Closing Date: 4 May 2020

Our Vision: creating exceptional health care together

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

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range publicly funded health facilities, programs and services including but not limited to: The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

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

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

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

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

Overview of the work area and position

The Clinical Nurse Consultant RN3.2 position will be responsible for the operational management and leadership of the ward 12B. The successful applicant will be able to manage efficiently, lead quality improvement, participate in research and coordinate the delivery of care to patients who are admitted to 12B.

The successful applicant will be able to manage human, financial and material resources efficiently; to lead and coordinate the multidisciplinary team to provide safe, and efficient care, quality improvement and participate in research.

Eligibility/Other Requirements:

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

Hold a current driver's licence.

Desirable:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note: This is a temporary full time position available from May 2020 for a period of six months with the possibility of extension. Shifts will be working Monday to Friday within business hours.

Contact Officer: Tracey Duggan (02) 51245161 tracey.duggan@act.gov.au

Clinical Services

Cancer and Ambulatory Services

Walk-in Centre

Clinical Nurse Manager - Walk-in Centre's

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 40333, several)

Gazetted: 23 April 2020

Closing Date: 5 May 2020

Our Vision: creating exceptional health care together

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

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range publicly funded health facilities, programs and services including but not limited to: The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

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

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

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

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

Overview of the work area and position

The Walk in Centers (WIC's) are a primary health service staffed with Advance Practice Nurses and Nurse Practitioners providing episodic care for minor injury and illness to the ACT community and surrounds.

The Clinical Nurse Manager (CNM) and nursing staff provide care to clients using their advanced clinical assessment skills supported by protocols and medication standing orders. The CNM role is a composite role with clinical and managerial responsibilities.

Eligibility/Other Requirements:

Mandatory:

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

Minimum of Five years post graduate nursing experience.

Achieved competency as an Advanced Practice Nurse in the ACT Walk in Centre's or similar environments (or the ability to do so).

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

Desirable:

Previous management experience.

Primary health assessment experience.

Tertiary level qualification OR Post Graduate course work or study

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Cassandra Beaumont (02) 5124 8546 cassandra.beaumont@act.gov.au

Medicine

Cardiology

Cardiac Sonographer

Medical Imaging Level 4 \$118,221, Canberra (PN: 33022)

Gazetted: 23 April 2020

Closing Date: 30 April 2020

Our Vision: creating exceptional health care together

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

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

Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range publicly funded health facilities, programs and services including but not limited to: The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

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

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

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

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

Overview of the work area and Position

The Cardiology department is a busy environment which services inpatients and outpatients for numerous cardiac procedures. This position requires a high level of subject matter expertise to provide complex and critical echocardiographic service delivery. The position has a high degree of responsibility requiring dissemination of echocardiographic knowledge and an expectation to provide a consultative role as a part of service delivery. The role also requires educational skills and proficiencies to develop student training and enhance continual professional development of the Cardiac Sonographer group.

Eligibility/Other Requirements:

Mandatory:

Bachelor of Science, Applied science or equivalent.

Graduate Diploma in Medical Ultrasound (Cardiac).

Registration with the Australasian Sonographer Accreditation Registry (ASAR).

Applicants must have a minimum of five years post-qualification experience.

Prior to commencement successful candidates will be required to:

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

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

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

Undergo a pre-employment National Police check.

Note: This is a temporary full time position for 12 months with possibility of extension. There are two advertisements running concurrently on Req ID 01ORW and Req ID 01P3L. However there is only one position available. The position will be filled at the classification commensurate to the applications received. Please ensure you apply for the classification appropriate to your qualifications and experience. You may apply for both should you wish.

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

Medical Services

Executive Director of Medical Services

General Practice Liaison Unit

Primary Care General Practitioner Liaison Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 33250)

Gazetted: 23 April 2020

Closing Date: 7 May 2020

Details: Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

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

Overview of the work area and position

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

The GP Liaison Unit (GPLU) at Canberra Hospital aims to enhance communication and partnerships between the hospital and General Practitioners (GPs) to facilitate a seamless health service and better patient outcomes. Unit staff act as a point of contact for general practitioners, practice staff, specialists and other health care providers to assist them to navigate the health system and provide seamless care for their patients. The unit is also a contact point for patients.

The Primary Care GP Liaison Nurse is responsible for providing a wide range of advice and support to GPs and other stakeholders who contact the GPLU and works under the broad direction of the GP Liaison Officer.

Eligibility/Other Requirements

Mandatory:

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

Desirable:

Minimum of five years recent full-time or equivalent post registration experience.

Knowledge and understanding of both general practice and the acute care sector.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

This position is part-time at 32 hours per week and the full-time salary noted above will be pro-rata. This position may require participation in overtime/after hours duty in relation to organising and hosting GP Education events.

Contact Officer: Sharron Mills- Thom (02) 6174 5711 sharron.mills-thom@act.gov.au

Medical Services

Medical Imaging

Clinical Development Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 18535)

Gazetted: 23 April 2020

Closing Date: 1 May 2020

Details: Our Vision: creating exceptional health care together

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

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care.

It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern

New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range publicly funded health facilities, programs and services including but not limited to:

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

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

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

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

Overview of the Work Area and Position

The Medical Imaging Department at CHS operates 24 hours, seven days a week, offering a wide range of imaging modalities. The service provides state of the art radiology, MRI, PET, interventional radiology, ultrasound and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

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

Applications are sought from dynamic, highly motivated and experienced Nurses to work in an autonomous educational role within the Medical Imaging Department.

This challenging role requires an RN with demonstrated expert knowledge and highly developed interpersonal skills, to undertake the responsibility of teaching and supporting staff and student Nurses in the workplace. This position entails being approachable, demonstrating excellent communication skills, having a passion for sharing knowledge and educating others.

If you are committed to providing quality care, use evidence to guide your nursing practice, enjoy teaching, mentoring and supporting staff as part of your professional development we would welcome your application.

Applicants will be required to demonstrate a sound knowledge of adult learning principles to support ongoing education. Post Graduate qualification in clinical teaching is desirable.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

An appropriate post-graduate qualification.

Experience in the specialty area of Medical Imaging Nursing.

Prior to commencement successful candidates may be required to:

Undergo a pre-employment National Police check.

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

Note:

This is a temporary position available from 14 May 2020 until 14 May 2021. This position is part-time at (32) hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Leanne Muir (02) 5124 4333 leanne.muir@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Community Mental Health Services

Social Worker, Occupational Therapist, Psychologist - Access Mental Health

**Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade),
Canberra (PN: 40905)**

Gazetted: 23 April 2020

Closing Date: 6 May 2020

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

Overview of the work area and position:

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

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

These services include:

Rehabilitation and Specialty Services

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS), and

Justice Health Services

The Access Mental Health Team (AMHT) aims to improve the mental health and well-being of people who are residing in the Australian Capital Territory by facilitating access to high quality, integrated mental health services. The AMHT provides a centralised access process with the aim of providing an identified service entry point to undertake 24 hour triage and a thorough mental health assessment that will link people with the services that most appropriately meets their needs. This will ensure that people are able to access the right mental health service at the right time. AMHT aims to optimise recovery through the provision of an excellent community mental health care service. AMHT incorporates the guidelines and principles outlined in the Adult Community Model of Care, ensuring that the team practice is current and

is keeping pace with the changes occurring in the greater MHJHADS teams. The AMHT function is critical to identify and mitigate potentially life threatening risks for people calling the service.

At this level, it is expected that you will provide high quality clinical interventions and care to achieve positive outcomes for people. It is an expectation that you will contribute your expertise to the multidisciplinary team; provide supervision to staff within the Access Mental Health Team as well as students. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position reports to a Team Leader who is based on site in the health centre and is supported by a cohesive multidisciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Recovery Support Officers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

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

The role involves participating in a team to produce quality outcomes for the Canberra community, discussing planned care interventions in a multidisciplinary environment. This role will involve computer and phone work as well as face to face contact with persons from the community. There may be some driving involved in this role and the successful candidate will be expected to work on a 38 hour, seven day per week 24 hour rotating roster.

Eligibility/Other Requirements:

Mandatory:

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia,

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

Current driver's licence.

For Psychology:

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

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

Current driver's licence.

For Social Work:

Degree in Social Work,

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

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

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

Current driver's licence.

Prior to commencement successful candidates will be required to:

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.

Contact Officer: Julie Hanson (02) 6205 3266 Julie.Hanson@act.gov.au

Women Youth and Children

Central School Teams

Central School Team- Team Leader

Administrative Services Officer Class 3 \$64,230 - \$69,125 , Canberra (PN: 24907)

Gazette Date: 19 April 2020

Closing Date: 30 April 2020

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care.

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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 A part of the Division of Women Youth and Children, the Central Regional Team provides a variety of services for children and young people in the ACT. This includes; the School Youth Health Nurse Program, Audiometry Nurse Service, Paediatric Asthma Nurse Educator Service, Healthcare Access At School (HAAS), and the School Health Team (providing the school age immunisation schedule and Kindergarten Health Checks). Under broad direction this position is responsible for the effective coordination and set up of the Kindergarten Health Checks, Immunisation programs as well as providing high level support to the Central Team Manager and the Clinical Nurse Consultants. The role is based at the City Health Centre.

Eligibility/Other Requirements: Mandatory: Current Drivers Licence. Prior to commencement successful candidates will be required to undergo a pre-employment National Police check. Desirable: Ability to type with speed and efficiency within guidelines. Experience in Microsoft applications; in particular Excel, Word and Outlook. Experience using ACT Health ICT systems, ACTPAS and CRIS. Experience with using the Australian Immunisation Register. Experience or knowledge of using the ACT Health rostering program ProAct.

Note: This position is temporary for six months with the possibility of extension and or permanency. Commences in July 2020.

Contact Officer: Mitchel Green (02) 5124 2776 mitchel.green@act.gov.au

Acute Allied Health Services

Occupation Therapy Services

Administration Support Officer, Acute Allied Health Services

Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN: 30584)

Gazetted: 23 April 2020

Closing Date: 6 May 2020

Details: Our Vision: creating exceptional health care together

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

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

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

Overview of the work area and position:

Acute Allied Health Services (AAHS) are provided to a range of clients in the acute inpatient setting and specialised outpatient services at Canberra Hospital. Under general direction you will be required to provide administrative support within the acute allied health services departments reporting to the manager of the department. You will be responsible for booking and scheduling, client appointments, banking/cash handling, data entry, and general administration tasks.

Acute Occupational Therapy are looking for a talented administrative officer to take on the task of providing office based support for our clinical staff. The role is critical to our team and is often a point of contact between the community and our patients. It is also vital in providing a communication link to our clinical staff. We need a special person that can get their head around ordering and maintaining medical supplies, complete office tasks and herding Occupational Therapists. If you are up to the challenge we would love to hear from you.

Eligibility/Other Requirements:

Desirable:

Medical Terminology desirable

Previous experience in a health care setting

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This is a temporary position available for nine months with the possibility of extension. The results of this recruitment round may be used to fill any similar additional temporary vacancies in similar areas as they occur through the creation of a merit pool. Selection may be based on written application and referee reports only.

Contact Officer: Domenico Tripodi (02) 5124 3286 domenico.tripodi@act.gov.au

Nursing and Midwifery and Patient Support Services

Graduate Nurse Holding Pool

Enrolled Nurse Transition to Practice Program

Enrolled Nurse Level 1 \$61,658 - \$65,876, Canberra (PN: 44493, several)

Gazetted: 23 April 2020

Closing Date: 4 May 2020

Details: Our Vision: creating exceptional health care together

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Overview of the Work Area and Position

Canberra Health Services invites applications from Enrolled Nurse Graduates for the August 2020 Transition to Practice Program (TTPP)

Canberra Health Services offers a 12 month, structured program that provides a supportive framework for enrolled nurses during their first year of clinical practice.

We are keen to receive applications from nurses who are passionate about providing safe, quality, patient centred care and motivated by the organisational values of care, excellence, collaboration and integrity.

The TTPP is to assist enrolled nurse graduates with transition into the workforce. This fantastic opportunity will provide participants with support and dynamic learning opportunities offered through the diversity of services available and structured professional development tailored for the graduate nurse.

The 12-month program will incorporate at least two six month rotations through clinical areas or 12 months within a specialty.

Eligibility/other Requirements:

Mandatory:

Completed/will complete a Diploma in Nursing between June 2019 and 20 July 2020.

Registered or eligible to register as an enrolled nurse with the Australian Health Practitioner Regulation Agency (AHPRA) prior to date of program commencement.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This application process is for those applicants that would like to be considered for the July/August 2020 intake. Short listing will take place from the submitted documentation. Short listed applicants will be invited to attend an interview/assessment centre on Monday 27th April 2020. At this time all elements of the application process will be considered including performance at interview. Phone interviews will not be available; to be considered for a position you must attend the assessment centre in person.

Employment decisions will be based on written application, referee reports, satisfactory academic history and interview. Suitable candidates not offered positions in the first round may be offered positions at a later date as required by Canberra Health Services.

Successful candidates will be offered permanent full-time or part-time employment.

Contact Officer: Maxine Jordan (02) 5124 3382 maxine.jordan@act.gov.au

Critical Care

Emergency Department

Emergency Department - Administration Officer

Administrative Services Officer Class 2/3 \$56,689 - \$69,125, Canberra (PN: 20961)

Gazetted: 23 April 2020

Closing Date: 23 April 2020

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Overview of the work area and position

The Emergency Department Administration Officer provides day-to-day administrative support to the Canberra Hospital Emergency Department, 24 hours a day, 7 days a week.

The position reports to the ED Administration Manager, Division of Critical Care.

Applicants will need to participate in the administrative activities within the Emergency Department such as patient registration, bed management, discharge patients and the coordination of medical records within a discreet unit to achieve the provision of high quality customer service 24 hours a day, 7 days a week

Eligibility/Other Requirements: The successful applicant must have the ability to work on a 24 hour, 7 days a week rotating roster. Prior to commencement successful candidates will be required to: Undergo a pre-employment National Police check. Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy. Desirable: Knowledge of ACT Patient Administration System (ACTPAS) is desirable but not essential; and Knowledge of the Emergency Department Information System is desirable but not essential.

Note: These are temporary position available for a period of 12 month and will be filled at either the ASO 2 or ASO 3 Classification depending the experience of the successful applicant. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Lindsay Ottaway (02) 5124 4500 Lindsay.Ottaway@act.gov.au

Clinical

Cancer Ambulatory and Community Health Support

Ambulatory Care

Customer Service Officer

Administrative Services Officer Class 2/3 \$56,689 - \$69,125, Canberra (PN: 47008, several)

Gazetted: 23 April 2020

Closing Date: 4 May 2020

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Overview of the work area and position

An exciting opportunity exists to join the dynamic, customer focused Central Health Intake and reception teams, providing day to day operational support to clinical staff for the smooth running of clinics. The successful applicants will be working as part of a team in a busy and dedicated health environment. You will need to effectively communicate and liaise with members of the public and staff at all levels whilst providing reception support including bookings, wait list management, data entry, billing, coordination of clinical records management and phone duties in a busy contact centre environment. As part of the team you will actively contribute to the achievement of key performance indicators.

Eligibility/Other Requirements:

Desirable:

Applicants will ideally have previous experience working in a busy customer service environment.

Excellent customer service skills.

Strong verbal communication skills and the ability to communicate with ease at all levels.

Written skills with attention to details.

Strong organisational skills and ability to prioritise and meet deadlines.

Capacity to work well within a team.

A high level of personal integrity and discretion.

Sound keyboard skills and the ability to use health based Information Technology (IT) systems.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: There are several permanent positions and two temporary positions for 12 months. This position will be filled at either the Administrative Services Officer level 2 (ASO2) or Administrative Services Officer level 3 (ASO3) level, dependent on the skills and experience of the successful applicant. The successful applicant will be expected to work across our various sites across CHS. A phone and face to face interview may be conducted along with testing for attention to detail as part of the selection process. An order of merit may be established to fill future vacancies over the next 12 months.

Contact Officer: Bernadette Armati (02) 6205 2339 bernadette.armati@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Alcohol and Drug Services

Administrative Officer

Administrative Services Officer Class 2/3 \$56,689 - \$69,125, Canberra (PN: 20237)

Gazetted: 23 April 2020

Closing Date: 4 May 2020

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

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

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

Overview of the work area and position

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

Opioid Treatment Services

Medical Services,

Consultation and Liaison Service,

10 bed Inpatient Withdrawal Service

Police and Court Drug Diversion Service

Counselling and Treatment Services

The ADS are seeking an administrative service officer to provide high level administrative support to staff supporting people with substance misuse disorders in the public health sector, Alcohol and Drug Services. Eligibility/Other Requirements:

Desirable

Hold a current driver's licence.

Previous experience in an Administrative role

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check

Contact Officer: Jodie Kenny (02) 512 47967 jodie.kenny@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Allied Health Assistant, Secure Mental Health Services

Allied Health Assistant 2 (Qualified) \$53,533 - \$59,601 (up to \$61,374 depending on qualification level), Canberra (PN: 37463)

Gazetted: 23 April 2020

Closing Date: 4 May 2020

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

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

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

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

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

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

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

These services include:

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

Overview of the work area and position:

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

The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services.

The Extended Care Unit (ECU) is a specialist mental health facility adjacent to Calvary Hospital in Bruce.

The ECU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The ECU provides a range of contemporary, community focused rehabilitation interventions, programs and services.

DMHU offers 10 acute care beds and 15 rehabilitation beds and the ECU has 5 beds for community transition. Both units are managed by the Justice Health Services (JHS) program in the MHJHADS Division. In this position the Allied Health Assistant Level 2 (AHA 2), under minimal supervision, will provide quality services to assist the Allied health team to deliver diversionary activities for people within a therapeutic rehabilitation environment. All staff of the DMHU are required to undertake professional development activities, and participate in supervision, quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements:

Mandatory:

Certificate IV in Mental Health or Allied Health Assistance (or equivalent qualification);

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

A minimum of 12 months experience in a related/relevant organisation/service and

Current drivers licence.

Desirable:

Relevant experience in Mental Health

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Tash Lutz (02) 5124 1581 tash.lutz@act.gov.au

Clinical Services

Critical Care

Emergency

Nurse Navigator/Clinical Coordinator- Emergency Department**Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 34204, several)**

Gazetted: 23 April 2020

Closing Date: 1 May 2020

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

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

Overview of the work area and position

The division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department and Acute Clinical Services Unit (Acute Surgical Unit, Medical Emergency Team and the Early Recognition of the deteriorating patient program).

Eligibility/Other Requirements:

Registered or eligible to register as a General Nurse with the Australian Health Practitioner Regulation Agency and holds or is working towards a higher degree,

Relevant Post Graduate Qualifications are highly desirable,

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

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: These are temporary positions available for a period of 12 months. The position is available for a suitably qualified Registered Nurse as a navigator/clinical coordinator in the Emergency Department.

Successful applicants will be required to work a rotating roster with morning, evening and night shifts 7 days a week. The number of successful applicants will be determinant on your preferred FTE.

Contact Officer: Nicole Slater 51245815 nicole.slater@act.gov.au

Clinical Services**Medical Services****Medical Imaging****Clinical Nurse Coordinator - Angiography****Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 22375)**

Gazetted: 23 April 2020

Closing Date: 24 April 2020

Our Vision: creating exceptional health care together

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

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

Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range publicly funded health facilities, programs and services including but not limited to: The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

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

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

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

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

Overview of the work area and position

The Medical Imaging Department at CHS operates 24 hours, seven days a week, offering a wide range of imaging modalities. The service provides state of the art radiology, MRI, PET, interventional radiology, ultrasound and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

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

The Medical Imaging Angiography Suite is a busy Interventional Procedure area offering a broad range of sterile field, fluoroscopy-guided, endolumenal and percutaneous interventional procedures – from line insertion to Interventional Neuro-Radiology. The Angiography Suite Clinical Nurse Coordinator is responsible, amongst other duties, for staff oversight in the Suite, list compilation and management, internal and external stakeholder liaison, contingency management and, in consultation with the Medical Imaging ADON, the strategic development of Interventional Procedure MI Nursing

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

An appropriate post-graduate qualification.

Experience in the specialty area of Medical Imaging Nursing and/or acute care.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Leanne Muir (02) 5124 4333 leanne.muir@act.gov.au

Cancer and Ambulatory services

Cancer Nursing

Advanced Practice Nurse Palliative Care

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 37686)

Gazetted: 23 April 2020

Closing Date: 1 May 2020

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

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

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

Overview of the work area and position:

You will play a key role in supporting the palliative care team on a day to day basis by providing high quality patient assessment, care planning and implementation of care plans both within CACHS and the wider inpatient hospital environment. You will provide high level support and clinical reference to the current level 2 Registered nurses within the inpatient palliative care liaison team along with clinical support to the staff of the rapid assessment Unit and palliative care review clinic in the outpatient cancer environment where necessary.

Eligibility/Other Requirements:

Mandatory:

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

Holds or is working towards post graduate qualifications in advanced nursing practise with a focus on palliative care

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Sharon Bale (02) 5124 4269 Sharon.L.Bale@act.gov.au

Women, Youth and Children

Nutrition

Nutrition Manager

Health Professional Level 4 \$107,475 - \$115,687, Canberra (PN: 28648)

Gazetted: 23 April 2020

Closing Date: 5 May 2020

Details: Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

Overview of the Work Area and Position

The Women, Youth and Children (WYC) Community Nutrition team works with individuals, families and communities to improve health and wellbeing through delivery of evidence-based nutrition care. Our goal is to support clients to eat well, enjoy nourishing foods and develop a positive relationship with food and their body. We strive to deliver respectful care, working in partnership to meet the expressed needs of the client in a safe environment. Our team provides a range of community-based services including individual dietary assessment, care planning and counselling for infants, children, young people and pregnant and breastfeeding women, and education programs for staff and client groups. The team provides outreach services for the Women's Health Service and Eating Disorders Program and coordinates the School Kids Intervention Program (SKIP) for children with obesity.

The Nutrition Manager will provide strategic leadership and management for the Nutrition team and School Kids Intervention Program. In the short-term the position holder will report operationally to the Director in Women, Youth and Children Community Health Programs and professionally to the Director of Allied Health in Women, Youth and Children. These reporting lines are subject to change.

Eligibility/Other Requirements:

Mandatory:

Tertiary Qualifications in Nutrition and Dietetics and Eligibility for Membership of the Dietitian's Association of Australia

Current driver's licence

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

This position is part-time at 29.4 hours per week (4 day a week) and the full-time salary noted above will be pro-rata.

Contact Officer: Pip Golley (02) 5124 4236 Pip.Golley@act.gov.au

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

Future Capability and Governance Branch

Digital Health Record Hub

Senior Contract Manager, Digital Health Record Program

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 46927)

Gazetted: 21 April 2020

Closing Date: 5 May 2020

Details: The Digital Health Record is an exciting initiative that will transform the way health care is provided in ACT public health services.

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 has the opportunity for an experienced Senior Contract Manager to join this team. This role will be responsible for undertaking procurement of goods and services required for the Digital Health Record Program as well as being responsible for other contract management activities related to the Digital Health Record Program.

The successful applicant will be able to engage successfully with the team to provide compliance and governance to all procurement and contract management processes for the Digital Health Record Program. For more details please see the position description.

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

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

How to Apply: 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 whom should be your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Philippa Kirkpatrick (02) 5124 9342 Philippa.Kirkpatrick@act.gov.au

Public Health Protection and Regulation

Health Protection Service

Business Management Services

Database Administrator

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 23586)

Gazetted: 21 April 2020

Closing Date: 28 April 2020

Details: Are you interested in helping to protect the health of the Canberra community? Are you knowledgeable about good database management practices? Do you get excited by working on improvements to existing business processes?

The Health Protection Service within ACT Health is looking to hire a suitably qualified and enthusiastic individual to support the branch, managing a regulatory database suite and a document control system. The successful applicant will work with the Assistant Director, Business Management Services to

implement business improvements that support the vital work of the Health Protection Service. The Health Protection Service is part of the Public Health, Protection and Regulation Division, headed by the Chief Health Officer who is appointed under the Public Health Act 1997 and fulfils a range of statutory responsibilities and delegations under various public health legislation. The Division is responsible for development of population health strategic initiatives in ACT in the key areas of protection, prevention, and Territory-wide interventions. The Division is also responsible in exercising statutory responsibilities on behalf of the Chief Health Officer to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies. The Health Protection Service manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements:
Mandatory:
Undergo a pre-employment National Police check.

Note: This is a temporary position available from 18 May 2020 until 21 May 2021.

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: David Mills (02) 5124 9105 David.Mills@act.gov.au

Digital Solutions Division
Information and Data Management
Data Management Hub
Data Analyst

Information Technology Officer Class 2 \$85,394 - \$97,732, Canberra (PN: 34193, several)

Gazetted: 21 April 2020

Closing Date: 28 April 2020

Details: A new opportunity exists to work in a busy dynamic health data and information team. We are looking for enthusiastic staff who are keen to get involved in providing the ACT Health Directorate with quality data. These roles are crucial for enabling the ACT Health Directorate in providing quality Health care to our community. Our workplace is fast paced with many opportunities for personal development. If you are looking for an exciting new challenge in data there is a number of opportunities in Digital Solutions Division, Data Management Hub.

Note: An order of merit will be established for filling identical vacancies within the next 12 months from this process.

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 has a good understanding of your technical skills.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sean Winefield (02) 5124 9114 Sean.Winefield@act.gov.au

Major Projects Canberra

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

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

Project Development and Support

Finance

Finance Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 36719)

Gazetted: 17 April 2020

Closing Date: 1 May 2020

Details: Are you our new Finance Officer?

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!

Project Development and Support will provide leadership and contribute strategic direction for Major Projects Canberra, focussing on innovation, collaboration and high performance. The Division will be responsible for business case development and planning of major projects, business management, governance, risk management, financial control, ministerial, Cabinet and corporate support, community engagement and collaborative partnerships inside and out of Government.

Finance supports Major Projects Canberra through the provision of a financial management and governance including, but not limited to:

Provision of strategic and operational financial support and advice in accordance with the ACT Financial Management Act 1996;

Development and allocation of internal and external budgets, including coordination of the Agency's input into development of the ACT Government's annual budget papers;

Preparation of financial performance reports for the Agency;

Accounts receivable and accounts payable processing;

Development and maintenance of financial management information systems and processes; and

Preparation of the Agency's annual financial statements.

Eligibility/Other requirements:

Tertiary qualifications are highly desirable.

Experience in the use of Oracle Financial Management Information System is highly desirable.

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit a response up to two pages addressing the capabilities and your suitability for the role, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Erica Wark (02) 6207 8222 erica.wark@act.gov.au

ACT Integrity Commission

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

Investigations

Investigator

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 47165)

Gazetted: 16 April 2020

Closing Date: 8 May 2020

Details: The Investigator will undertake investigations conducted by the Commission, using conventional investigation methodologies and the covert and coercive investigation powers available to the Commission.

The Investigator will prepare examination briefs for use in Commission examinations and where appropriate briefs of evidence for referral to the ACT Director of Public Prosecutions and disciplinary or other action by public sector authorities.

Eligibility/Other Requirements: Minimum certificate IV level qualification in the field of investigations is highly desirable.

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

How to Apply: Applicants are to address the Selection Criteria located in the Position Description, and provide a current curriculum vitae and copies of qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Kelly (02) 6207 9483 MatthewR.Kelly@integrity.act.gov.au

Investigations

Senior Investigator

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 47164)

Gazetted: 17 April 2020

Closing Date: 8 May 2020

Details: The Senior Investigator will undertake investigations conducted by the Commission, using conventional investigation methodologies and the covert and coercive investigation powers available to the Commission. This position will mentor and assist junior staff as required.

The Senior Investigator will prepare examination briefs for use in Commission examinations and where appropriate briefs of evidence for referral to the ACT Director of Public Prosecutions and disciplinary or other action by public sector authorities.

You will be expected to participate in decision making and strategic planning and contribute to organisational direction, planning and objectives.

Eligibility/Other Requirements: Minimum diploma level qualification in the field of investigations is highly desirable.

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

How to Apply: Applicants are invited to submit a response to criteria, current Curriculum Vitae and relevant qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Kelly (02) 6207 9483 MatthewR.Kelly@integrity.act.gov.au

Investigations

Assessments

Assessments Manager

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 47167)

Gazetted: 16 April 2020

Closing Date: 8 May 2020

Details: The Assessment Manager will manage the triage and assessment of corruption reports and Public Interest Disclosures received by the Commission and propose appropriate recommendation and actions.

The Assessment Manager will gather and analyse relevant information, prepare internal reports, and communicate with both internal and external parties throughout the assessment process.

This position will be responsible for undertaking project work relevant to Commission, such as reviewing policies and procedures, systems and templates.

You will be expected to participate in decision making and strategic planning and contribute to organisational direction, planning and objectives of the commission. This position will mentor and assist junior staff as required.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Kelly (02) 6207 9483 MatthewR.Kelly@integrity.act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 3 \$64,230 - \$69,125

Patricia Elrick 853-79899, Section 68(1), 22 April 2020

General Service Officer Level 8 \$68,667 - \$72,560

Kristian Hanns 868-29628, Section 68(1), 20 April 2020

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

Sehrish Mohammed Hussein 858-71402, Section 68(1), 21 April 2020

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

Belinda Williams 868-29732, Section 68(1), 20 April 2020

Senior Officer Grade B \$126,577 - \$142,494

Rupert Williams 865-56500, Section 68(1), 20 April 2020

Administrative Services Officer Class 3 \$64,230 - \$69,125

Emily Wood 848-76519, Section 68(1), 22 April 2020

Senior Information Technology Officer Grade C \$107,475 - \$115,687

David Wynack 858-75411, Section 68(1), 20 April 2020

Justice and Community Safety

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

Alexandra Feeney 863-12936, Section 68(1), 25 April 2020

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

Daniela Ferry 863-41665, Section 68(1), 25 April 2020

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

Wendy Foster 863-49464, Section 68(1), 20 April 2020

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

Evelyn Little 863-41657, Section 68(1), 17 April 2020

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

Winsome McGee 858-63605, Section 68(1), 18 April 2020

Administrative Services Officer Class 3 \$64,230 - \$69,125

Sivashanthi Sivagnanasuntharam 858-63787, Section 68(1), 16 April 2020

Canberra Health Services

Specialist Level 1- 5 \$164,470 - \$202,960

Matthias Regner, 83823351 Section 68(1), 14 April 2020

Senior Specialist \$222,205

Stuart Schembri, 85351458 Section 68(1), 16 April 2020

Senior Career Medical Officer \$197,201 - \$211,643

Samantha Melvey, 86591963 Section 68(1), 4 May 2020

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

Elizabeth Biggs 848-85351, Section 68(1), 23 April 2020

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

Jasmine Bujalski 859-51541, Section 68(1), 23 April 2020

Health Service Officer Level 7 \$63,365 - \$66,914

Eli Choi 850-42364, Section 68(1), 16 April 2020

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

Hannah Dalton 861-31174, Section 68(1), 16 April 2020

Health Service Officer Level 4 \$53,444 - \$55,489

Jean Pierre (Clarel) Dardenne 847-02594, Section 68(1), 16 April 2020

Administrative Services Officer Class 2 \$56,689 - \$62,598

Nikita Gaspardis 863-75718, Section 68(1), 23 April 2020

Health Service Officer Level 7 \$63,365 - \$66,914

Aduigna Gebremariam 850-42372, Section 68(1), 16 April 2020

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

Debra Howse 868-29986, Section 68(1), 21 April 2020

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

Angelique Kelly 862-08952, Section 68(1), 16 April 2020

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

Jorja Kirkwood 863-45930, Section 68(1), 23 April 2020

Health Professional Level 2 \$66,096 - \$90,737

Anna Lockley 868-30303, Section 68(1), 20 April 2020

Health Service Officer Level 7 \$63,365 - \$66,914

Antony Mathew 853-59118, Section 68(1), 16 April 2020

Health Service Officer Level 7 \$63,365 - \$66,914

Hyunjun Park 861-31334, Section 68(1), 16 April 2020

Administrative Services Officer Class 2/3 \$56,689 - \$69,125

Kelly Stott 861-30075, Section 68(1), 14 April 2020

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

Keely Wilkinson 857-42352, Section 68(1), 16 April 2020

Health Service Officer Level 7 \$63,365 - \$66,914

Holly Young 868-29863, Section 68(1), 16 April 2020

TRANSFERS

Education

Esther Duffy: 820-98928

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

Environment, Planning and Sustainable Development

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

Education, Canberra (PN. 28625) (Gazetted 6 February 2020)

Canberra Health Services

Cameron Blaseotto: 853-51327

From: Allied Health Assistant 3 \$65,380 - \$68,590 (up to \$72,560 depending on qualification level)

Canberra Health Services

To: Allied Health Assistant 3 \$65,380 - \$68,590 (up to \$72,560 depending on qualification level)

Canberra Health Services, Canberra (PN. 37914) (Gazetted 6 February 2020)

Anna Hanna: 821-25834

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 15245) (Gazetted 4 July 2019)

Maggie Maloney: 858-54418

From: Health Professional Level 2 \$66,096 - \$90,737

Canberra Health Services

To: Health Professional Level 2 \$66,096 - \$90,737

Canberra Health Services, Canberra (PN. 23207) (Gazetted 6 February 2020)

Renata Roeper: 858-56712

From: Allied Health Assistant 3 \$65,380 - \$68,590 (up to \$72,560 depending on qualification level)

Canberra Health Services

To: Allied Health Assistant 3 \$65,380 - \$68,590 (up to \$72,560 depending on qualification level)

Canberra Health Services, Canberra (PN. 37813) (Gazetted 6 February 2020)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Shared Services

Payroll and HR Systems

Payroll Services

Myrrha Davis: 836-12124

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 09359) (Gazetted 7 February 2020)

Shared Services

Finance and Payroll Services

Reporting

Mimi Huang: 848-80884

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 07352) (Gazetted 7 February 2019)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Shared Services

Business Services

Strategic Finance

Petek Kasirga: 792-44314

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 42960) (Gazetted 22 March 2019)

Access Canberra

Construction and Utilities

Construction Audit Team

Cassandra Phillips: 846-88577

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 41162) (Gazetted 10 February 2020)

Partnership Services

Service Centre

Service Desk

Inge Pieterse: 863-12303

From: Administrative Services Officer Class 3 \$64,230 - \$69,125

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 36217) (Gazetted 23 December 2019)

Shared Services ICT**Strategic Business****ICT Commercial Services****Joanne Piper: 835-94771**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 00968) (Gazetted 4 June 2019)

Workforce Capability and Governance**Public Sector Management****Workforce Governance****Ray Ren: 853-73294**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 14779) (Gazetted 6 March 2020)

Community Services**Children, Youth and Families****Child and Youth Protection Services****Practice and Performance****Kirsten Doyle: 848-77634**

From: Child and Youth Protection Professional Level 3 98,414 - \$103,427

Community Services

To: †Child and Youth Protection Professional Level 4 \$112,542 - \$120,754

Community Services, Canberra (PN.14049) (Gazetted 27 February 2020)

Education**School Performance and Improvement****North Gungahlin****Gungahlin****Trudy Cheeseman: 824-60528**

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

Education

To: †School Leader C \$122,856

Education, Canberra (PN. 43671) (Gazetted 27 February 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.

Transport Canberra and City Services**Transport Canberra and Business Services****Transport Operations****Human Resources and Safety****Jessika Philp: 853-69076**

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 39764) (Gazetted 10 March 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

Brent Schwartzkoff: 799-86924

From: General Service Officer Level 7 \$63,365 - \$66,914

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 01901) (Gazetted 21 April 2020)

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

Canberra Health Services

Anna Glover: 839-25446

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

Canberra Health Services

To: †Health Professional Level 4 \$107,475 - \$115,687

Canberra Health Services, Canberra (PN. 26266) (Gazetted 19 March 2020)

Caroline Gorecki: 821-58441

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. 23980) (Gazetted 12 March 2020)

Susan Hewson: 847-01292

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. 22271) (Gazetted 10 October 2019)

Canberra Health Services

Chul Min Shin: 853-42682

From: Enrolled Nurse Level 2 \$66,932

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 38662)

Ganga Venugopal: 834-44124

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. 26123) (Gazetted 4 July 2019)

Michael Wilkinson: 845-03229

From: Health Professional Level 2 \$66,096 - \$90,737

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 46437) (Gazetted 27 February 2020)