



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 17 September 2020**

## VACANCIES

### ACT Health

Selection documentation for the following positions may be downloaded from

<http://www.health.act.gov.au/employment>.

Apply online at <http://www.health.act.gov.au/employment>

#### **Preventive and Population Health**

##### **Executive Branch Manager**

**Executive Level 1.3 \$236,451 - \$245,570 depending on current superannuation arrangements, Canberra (PN: E711)**

Gazetted: 22 September 2020

Closing Date: 6 October 2020

Details: ACT Health is seeking an experienced senior executive with a strong commitment to providing high quality population health services and programs to help implement the ACT preventive health agenda as part of the Preventive and Population Health Division.

The Preventive and Population Health Division enables transformational change to better manage the demand on health services, to help control health costs to governments and to improve long term health outcomes. The Division leads and coordinates all strategic population health policy and stakeholder engagement activities for ACT Health.

Reporting to the Executive Group Manager Preventive and Population Health, the Executive Branch Manager is a critical leadership role in the Division and is responsible for a systematic approach to Health Promotion, and Preventive health policy.

Remuneration: The position attracts a remuneration package ranging from \$236,451 to \$245,570 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$182,388.

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

How to Apply: Your application should include a current curriculum vitae, two referees and a statement of claims addressing the executive capabilities and outlining relevant skills and experience.

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

Contact Officer: Alan Philp (02) 6205 1584 [alan.philp@act.gov.au](mailto:alan.philp@act.gov.au)

#### **Executive Branch Manager, Health Protection Service**

**Temporary Vacancy (asap – 29/11/2020)**

##### **ACT Health Directorate**

##### **Public Health Protection and Regulation**

**Position: E335**

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

Date circulated: 18 September 2020

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Come join the dynamic environment of ACT Health. We are looking for capable and trusted hands to guide the Health Protection Service (HPS) while we go through long term recruitment for a new Executive Branch Manager. HPS has primary responsibility for the management of population health issues within ACT Health Directorate and carries prevention, assessment, policy development and assurance functions.

The EBM provides a critical leadership role within ACT Health, this role is responsible for a systematic approach to managing risks and implementing strategies for the prevention of, and timely response to, public health incidents. The successful applicant will need to respond quickly to emerging public health risks and provide strong leadership in areas of change management, budgets and performance measures.

To apply: Submit a 2 page expression of interest and curriculum vitae to express your interest in this short term role to Meg Brighton via email to [meg.brighton@act.gov.au](mailto:meg.brighton@act.gov.au) by COB Thursday 24 September 2020.

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

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

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

## **Health System, Policy and Research**

### **Public Health Policy and Regulation**

#### **Health Protection Service**

##### **Database Officer**

##### **Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 49166, several)**

Gazetted: 23 September 2020

Closing Date: 30 September 2020

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

The Directorate is looking for two highly efficient and dedicated staff members to join the COVID-19 response team as Database Officers. This role will assist with the technical management of all databases and systems related to COVID-19, including case management and quarantine databases, and assist with reviewing and updating these databases to ensure they are meeting current business requirements.

We are seeking individuals with demonstrated experience in the management and development of complex databases, and the management and analysis of health-related data. The successful candidates will have highly developed analytical skills, good attention to detail, and great teamwork and interpersonal skills.

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

Eligibility/Other Requirements:

The work will require weekend and shift work.

Experience with REDCap is desirable.

Note: There are two temporary positions available immediately for six months, with the possibility of extension.

Selection may be based on application and referee reports only.

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

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

Contact Officer: Timothy Sloan-Gardner (02) 5124 9210 [timothy.sloan-gardner@act.gov.au](mailto:timothy.sloan-gardner@act.gov.au)

## **Digital Solutions Division**

### **Office of the Chief Information Officer**

#### **Senior Administrative Officer**

##### **Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 49235)**

Gazetted: 23 September 2020

Closing Date: 7 October 2020

Details: Are you a professional, well-organised person who enjoys a fast-paced environment with competing priorities? Would you like to be part of a dynamic team responsible for the operations of a large Division?

The Digital Solutions Division within ACT Health is recruiting a Senior Administration Officer to manage the administrative workflow of the Office of the Chief Information Officer. You will have strong organisational skills with a keen attention to detail, adaptability and flexibility to accommodate change, and well developed interpersonal and negotiation skills.

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. The Senior Administration Officer is responsible for tracking and managing the flow of incoming and outgoing documents in HP Records Manager

(TRIM), providing administrative support to senior divisional executives, and assisting with secretariat support for high-level meetings and other duties as required.

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 from October 2020 up until October 2021. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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 via the Apply Now button below.*

Contact Officer: Beth Chapman (02) 5124 9343 [beth.chapman@act.gov.au](mailto:beth.chapman@act.gov.au)

#### **Office of the Director General**

##### **Office of Director General**

##### **Directorate Liaison Officer**

##### **Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 24807)**

Gazetted: 17 September 2020

Closing Date: 1 October 2020

Details: ACT Health Directorate is looking for an enthusiastic, motivated and high performing individual to take on the role of Directorate Liaison Officer. The Directorate Liaison Officer provides a key link between the ACT Health Directorate and the health Ministers' Offices by facilitating the flow of information, providing assistance and advice in matters relating to the work of the Directorate, the ACT Legislative Assembly and Cabinet. The successful applicant will have a proven ability to build and maintain collaborative relationships, including the ability to actively manage up, excellent problem-solving skills and sound judgement. They will also have strong communication skills and sound attention to detail. This is a unique opportunity for a high performing individual to work in a ministerial office and make a significant contribution to fostering a positive relationship between the ACT Health Directorate and the health Ministers' Offices.

Eligibility/Other Requirements: Experience and high-level understanding of ACT Government Cabinet, Assembly, and machinery of government processes would be desirable. This position will be working from the ACT Legislative Assembly, London Circuit, Canberra City.

Note: This is a temporary position available for up to 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. Selection may be based on application and referee reports only.

How to Apply: Applicants should include a supporting statement of no more than two page addressing the Selection Criteria outlined in the Position Description and provide contact details of at least two referees and a curriculum vitae.

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

Contact Officer: Chadia Rad (02) 5124 6216 [chadia.rad@act.gov.au](mailto:chadia.rad@act.gov.au)

#### **Calvary Health Care ACT (Public)**

##### **Critical Care Rotation**

##### **Registrar**

##### **Registrar 1-4 \$105,594 - \$148,346, Canberra (PN: Expected)**

Gazette Date: 21 September 2020

Closing Date: 18 October 2020

Full position details can be seen on Calvary Public Hospital Bruce's website,

<https://calvarycareers.mercury.com.au/>

Reference Number: 13818

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

Contact Officer: Dr Michael Wu (02) 6201 6111 [michael.wu@calvary-act.com.au](mailto:michael.wu@calvary-act.com.au)

### **Clinical Governance and Quality**

#### **Clinical Effectiveness Improvement Officer**

**Registered Nurse Level 2 \$95,684, Canberra (PN: Expected)**

Gazette Date: 21 September 2020

Closing Date: 27 September 2020

Full position details can be seen on Calvary Public Hospital Bruce's website,

<https://calvarycareers.mercury.com.au/>

Reference Number: 13780

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

Contact Officer: Belinda Yates (02) 6201 6513 [belinda.yates@calvary-act.com.au](mailto:belinda.yates@calvary-act.com.au)

### **Critical Care**

#### **Career Medical Officer**

**Career Medical Officer 1-2 \$133,266 - \$198,573, Canberra (PN: Expected)**

Gazette Date: 21 September 2020

Closing Date: 27 September 2020

Full position details can be seen on Calvary Public Hospital Bruce's website,

<https://calvarycareers.mercury.com.au/>

Reference Number: 13837

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

Contact Officer: Nicole McCosker (02) 6201 6438 [nicole.mccosker@calvary-act.com.au](mailto:nicole.mccosker@calvary-act.com.au)

### **Obstetrics and Gynaecology**

#### **Obstetrics and Gynaecology Registrar**

**Registrar 1-4 \$107,020 - \$133,71, Canberra (PN: Expected)**

Gazette Date: 21 September 2020

Closing Date: 04 October 2020

Full position details can be seen on Calvary Public Hospital Bruce's website,

<https://calvarycareers.mercury.com.au/>

Reference Number: 13813

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

Contact Officer: Nicole McCosker (02) 6201 6438 [nicole.mccosker@calvary-act.com.au](mailto:nicole.mccosker@calvary-act.com.au)

### **Medical Stream**

#### **Nurse Educator**

**Registered Nurse Level 3.1 \$109,698, Canberra (PN: Expected)**

Gazette Date: 22 September 2020

Closing Date: 27 September 2020

Full position details can be seen on Calvary Public Hospital Bruce's website,

<https://calvarycareers.mercury.com.au/>

Reference Number: 13756

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

Contact Officer: Marcia Neilson (02) 6201 6439 [marcia.neilson@calvary-act.com.au](mailto:marcia.neilson@calvary-act.com.au)

**Social Work and Psychology**

**Psychology**

**Mental Health**

**Psychologist**

**Health Professional 3 \$104,462 to \$113,550, Canberra (PN: Expected)**

Gazette Date: 22 September 2020

Closing Date: 11 October 2020

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

Reference Number: 13842

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

Contact Officer: Karen Dell (02) 6201 6111 [Karen.Dell@calvary-act.com.au](mailto:Karen.Dell@calvary-act.com.au)

**Medical Ward**

**Registered Nurse Level 2 – Medical Ward**

**Registered Nurse Level 2 \$97,595, Canberra (PN: Expected)**

Gazette Date: 22 September 2020

Closing Date: 04 October 2020

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

Reference Number: 13730

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

Contact Officer: Marcia Neilson (02) 6201 6439 [marcia.neilson@calvary-act.com.au](mailto:marcia.neilson@calvary-act.com.au)

**Canberra Health Services**

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

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

**Medical Physics and Radiation Engineering**

**Molecular and Nuclear Medicine Physics**

**Senior Nuclear Medicine Physicist**

**Senior Medical Physics \$154,123 - \$180,798, Canberra (PN: 29263)**

Gazetted: 22 September 2020

Closing Date: 22 October 2020

Our Vision: Creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

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

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

Overview of the Work Area and Position

The Medical Physics and Radiation Engineering (MPRE) department at Canberra Health Services is composed of medical physics specialists in radiation oncology, nuclear medicine, and radiology giving our department a collegial diversity of medical physicists working together.

The broad areas of MPRE services are:

Radiation safety, teaching and research;

Brachytherapy physics;

Teletherapy physics;

Molecular and nuclear medicine physics;

Radiology physics;

Radiation engineering and mould room manufacturing.

The Medical Physics and Radiation Engineering (MPRE) team is responsible for safety and quality in the use of medical radiation. The MPRE team contributes technical and scientific support to clinical and research staff enabling efficient use of resources for the diagnosis, treatment and research of disease using medical radiation.

This position maintains safety and quality in radiological and nuclear medicine equipment, facilities and procedures. Under the broad direction of Molecular and Nuclear Medicine Physics supervisor, the successful candidate will play a vital role in the MPRE team in providing day to day support to Nuclear Medicine/PET, Medical Imaging and Medical Physics support services to users of medical radiation and related systems, as appropriate.

MPRE provides a small number of direct healthcare consumer services. MPRE delivers services to CHS from within the division of Cancer and Ambulatory Support (CAS).

Eligibility/Other Requirements:

Mandatory:

Demonstrated eligibility for registration with the Australasian College of Medical Physicists and Engineers in Medicine (ACPSEM) in Nuclear Medicine Physics. Or

Be on the UK HCPC Clinical Scientist register or hold the USA certificate of ABR, ABSNM or Canadian diploma CCPM in Nuclear Medicine Physics. It is required that non-ACPSEM registered professionals gain ACPSEM registration as Nuclear Medicine Physicist once appointed.

Have postgraduate qualifications in Medical Physics

Five or more years' experience in clinical Nuclear Medicine

Desirable:

To be on the register of ACPSEM or equivalent register in Nuclear Medicine Physics.

Experience in quantitative nuclear medicine and parametric imaging.

Experience in nuclear medicine software development in image processing and dosimetry.

Experience in clinical radionuclide therapy administration.

Hold a current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with CHS credentialing requirements for allied health.

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

Note:

This is a temporary position available for up to three years with a possibility of extension and/or permanency. If applying for this role, it is recommended that you apply for the Medical Physicist Specialist role as well, advertised as requisition 01RSP.

Contact Officer: Farshid Salehzahi (02) 5124 4091 Farshid.Salehzahi@act.gov.au

## Medicine

### Gastroenterology and Hepatology

#### Staff Specialist - Gastroenterology

#### Specialist Band 1 - 5 \$164,470 - \$202,960, Canberra (PN: 38225)

Gazetted: 17 September 2020

Closing Date: 7 October 2020

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

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.

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

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

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

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

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

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

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

Overview of the work area and position

The Gastroenterology and Hepatology Unit (GEHU) is well established with 14 consultant medical staff and Advanced Trainees. Canberra Hospital provides secondary and tertiary referral services for gastroenterology and liver disease, and is the hub for continuing medical education, quality assurance, teaching and research in these specialities within the ACT and southern NSW regions.

This is an excellent opportunity for a gastroenterologist with IBD experience. The successful candidate will be well supported in the IBD clinic by two other IBD consultants, an advanced trainee, and two IBD clinical nurse specialists. The IBD service encompasses a weekly IBD meeting, a monthly surgical multi-disciplinary meeting and running IBD clinical trials and research.

In addition to IBD, the GEHU at Canberra hospital offers a broad range of services including advanced endoscopic, pancreato-biliary and hepatology services.

Eligibility/Other Requirements:

Mandatory:

Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA).

Fellowship of the Royal Australasian College of Physicians (FRACP) in Gastroenterology/Hepatology or equivalent specialist qualifications.

Desirable:

Gastrointestinal endoscopy certification in upper and lower GI endoscopy.

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.

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



**Salary, Remuneration and Conditions:**

Annual Salary: Indicative total package value of between \$254,362 - \$313,557 inclusive of salary, applicable allowances and 10.5% super - Staff Specialist Bands 1-5: \$164,470 - \$202,960

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

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

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

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

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

Contact Officer: Dr Vipul Aggarwal (02) 5124 2195 [vipul.aggarwal@act.gov.au](mailto:vipul.aggarwal@act.gov.au)

**Allied Health**

**Acute Allied Health Services Psychology**

**Clinical Psychologist – Registrar**

**Health Professional Level 2 \$66,988 - \$91,962, Canberra (PN: 23998)**

Gazetted: 23 September 2020

Closing Date: 7 October 2020

**About us**

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

The Psychology team in Acute Allied Health Services provides evidence-based care to inpatients and outpatients across four divisions of The Canberra Hospital (TCH) and Canberra Health Services. TCH is an acute care teaching hospital of approximately 600 beds, and a tertiary referral centre that provides a broad range of specialist services to the people of the ACT and South East NSW. The team consists of Clinical Psychologist and Clinical Neuropsychologist roles.

The Clinical Psychologist Registrar reports to the Manager of Acute Support Psychology role and is responsible for providing clinical assessments and intervention services to patients of TCH. Principle supervision for the registrar program for area of practice endorsement in clinical psychology is provided by the Acute Psychology Department and will be negotiated with the Acute Psychology Manager

**Eligibility/Other Requirements:**

**Mandatory:**

- Postgraduate Psychology qualification - Masters/Doctoral degree in Clinical Psychology.

- Be registered or be eligible for general registration with Psychology Board of Australia under AHPRA.
- Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

***Desirable:***

- Enrolled (or eligible for enrolment) in the Clinical Psychology Registrar Program for Area of Practice Endorsement in Clinical Psychology with the Psychology Board of Australia.
- Previous experience working with a multidisciplinary team in an acute care setting.  
Prior to commencement successful candidates will be required to:
- Undergo a pre-employment National Police check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy (OMU).
- Comply with Canberra Health Services credentialing requirements for allied health professionals.
- Contact Officer: Elissa Jacobs (02) 5124 2045 [elissa.jacobs@act.gov.au](mailto:elissa.jacobs@act.gov.au)

**Clinical Services**

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

**Adult Community Mental Health**

**Mental Health Clinician - Access Mental Health**

**Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 40906, several)**

Gazetted: 17 September 2020

Closing Date: 21 September 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:***

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

The Division delivers services at several locations, including hospital inpatient and outpatient settings, Community Health Centres, Detention Centres, other community settings including people's home. These services include:

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

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's 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 multi-disciplinary 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 Qualifications:**

**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 Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Comply with CHS credentialing requirements for allied health.

Undergo a pre-employment National Police check.

Contact Officer: Julie Hanson (02) 6205 3266 [julie.hanson@act.gov.au](mailto:julie.hanson@act.gov.au)

**Clinical Services**

**Surgery**

**Surgical Bookings**

**Surgical Bookings Clerk**

**Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 28534, several)**

Gazetted: 17 September 2020

Closing Date: 1 October 2020

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

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

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

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

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

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

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

Overview of the work area and position:

The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, Ophthalmology, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

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

Under direction of the Assistant Director of Nursing – Surgical Booking, the Booking Clerk will provide administrative support for the Surgical Bookings Unit.

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Ryan Murray (02) 5124 4175 [ryan.murray@act.gov.au](mailto:ryan.murray@act.gov.au)

## **Governance and Communication**

### **Media and Strategic Communications**

#### **Assistant Director - Communications**

##### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 40135)**

Gazetted: 17 September 2020

Closing Date: 30 September 2020

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

Overview of the work area and position

The CHS Communications and Engagement team leads and directs strategic communications, engagement and marketing activities that support CHS to achieve its goals.

We are a dedicated, fun, hard-working team committed to supporting CHS staff to deliver business objectives and help drive positive cultural change through effective, timely and progressive communication activities.

We help build trust and confidence in CHS through compelling, kind and respectful communications.

The team also manages and responds to a high volume of highly visible communications and enquiries affecting our staff and the community.

We value ongoing learning and will support you to grow your career. Working with us, you will ensure the right information is provided to the right audience, at the right time.

You will:

Bring an audience-first lens to your work, informed by research, insights and evaluation.

Work with stakeholders in partnership with a strong client service ethic.

Enjoy working in a fast-paced environment, be flexible and open to change.

Be supported by whole of government guidelines, policies and procedures, and guided by an annual whole of government communications and engagement plan.

The CHS Communications and Engagement Unit's mission is to:

Support CHS staff to deliver business objectives through effective, timely and progressive communication activities

Help build trust and confidence in Canberra Health Services through compelling, kind and respectful communications.

Be reliable and base our recommendations on evidence and proven experience, using market research and audience data to deliver effective results.

Prioritise communication that aligns with CHS' strategic objectives, the needs of our patients and the Canberra community.

Ensure communication for consumers adheres to health literacy principles.

Eligibility/Other Requirements:

Desirable:

Relevant tertiary qualifications and a minimum of five years'+ experience working professionally in communications is preferred.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: This is a temporary position available for a period of two years.

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

Contact Officer: Elaine Greenaway (02) 5124 9527 [elaine.greenaway@act.gov.au](mailto:elaine.greenaway@act.gov.au)

## **Medical Services**

### **Pathology**

### **Clinical Chemistry**

### **Technical Officer - Chemical Pathology**

**Technical Officer Level 1 \$59,329 - \$62,203, Canberra (PN: 37945)**

Gazetted: 21 September 2020

Closing Date: 7 October 2020

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Overview of the work area and position

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

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

The successful applicant will primarily be based in the core Routine Chemistry section, however, may also be rotated through the Endocrinology, Special Chemistry and Point of Care Testing section as required. Under direction, the successful applicant will be required to run and maintain laboratory instrumentation, instrument troubleshooting, running of quality control materials, temperature monitoring, stock control, maintaining clean work areas and processing patient samples for the Chemical Pathology laboratory at Canberra Hospital

Eligibility/Other Requirements

The laboratory operates 24 hours seven days a week and the successful applicant will be required to participate in the out of hours roster.

Desirable:

An associate diploma, science degree or equivalent medical laboratory science qualification,

Experience in Chemical Pathology would be advantageous.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: This is a temporary position available for a period of 10 months with possibility of extension.

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

Contact Officer: Simon Newton (02) 5124 2843 [simon.newton@act.gov.au](mailto:simon.newton@act.gov.au)

## **Clinical Services**

### **Surgery**

#### **Post Anaesthetic Care Unit**

#### **Acting Clinical Development Nurse Post Anaesthetic Care Unit**

#### **Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 03377)**

Gazetted: 18 September 2020

Closing Date: 2 October 2020

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

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Overview of the work area and position:

The Peri-operative Unit at the Canberra Hospital consists of a Day Surgery Admissions (DOSA) Unit, 13 Operating Theatres covering a wide range of surgical specialties, Post Anaesthetic Care Unit (PACU) and a 12 bed Extended Day Surgery Unit (EDSU) together with several out of area procedural/invasive specialty areas.

The Clinical Development Nurse is seen by the Organisation as a source of expert nursing knowledge, skills and attributes. The Clinical Development Nurse must demonstrate a higher level of skill and the ability to perform a more demanding role covering the domains; clinical care, leadership, education, safety and communication.

The Clinical Development Nurse provides one on one and group Perioperative teaching, direct clinical support, ongoing evaluation and feedback for graduate nurses across a diversity of clinical areas within Canberra Health Services – Canberra Hospital and Health Services.

The Clinical Development Nurse is expected to have a demonstrated competence in advanced nursing practice, provide guidance to less experienced nursing staff and provide direct nursing care as required.

This role works collaboratively with and takes direction on clinical and education priorities from the Perioperative Educator and the Clinical Nurse Consultant.

Eligibility/Other Requirements:

Mandatory:

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

Highly Desirable:

Certificate IV in Training and Assessment (Cert IV is not required upon application; however successful completion is required upon 12 months of employment).

Postgraduate qualification in nursing or clinical education

Clinical experience as a Clinical Development Nurse role.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note: This is a temporary position available for a period 15 months with possibility of extension.

Contact Officer: Sharon Jeffrey (02) 5124 3201 sharon.jeffrey@act.gov.au

## **Surgery**

### **Trauma and Orthopaedics**

#### **Senior Research Officer**

#### **Senior Research Officer 2 \$86,547 - \$99,051, Canberra (PN: 10314)**

Gazetted: 18 September 2020

Closing Date: 25 September 2020

Details: About us

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Overview of the work area and position

The trauma and orthopaedic research unit is attached to the clinical department of orthopaedics. It functions to undertake original research as well as industry funded research into device performance.

The primary roles of this appointment are to participate in research and research support by aiding in orthopaedic research design, data capture and analysis as well as grant writing and student support.

Eligibility/Other Requirements:

Mandatory:

A degree in science or applied science, and preferably undertaking a higher degree.

Clinical Research experience

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note:

This is a temporary position for a period of seven months with the possibility of extension. This position is part-time at 29.40 hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Diana Perriman (02) 5124 3701 [diana.perriman@act.gov.au](mailto:diana.perriman@act.gov.au)

## **Medical Services**

### **Pharmacy Services**

#### **Rotational Pharmacist**

**Pharmacist Level 2/3 \$79,458 - \$109,064 (up to \$111,914 on achieving personal upgrade), Canberra (PN: 32154, several)**

Gazetted: 17 September 2020

Closing Date: 5 October 2020

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Overview of the work area and position



The Pharmacy sits within the Office of the Executive Director of Medical Services (EDMS) which includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services.

The Canberra Health Services (CHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including several specialised services.

Under the broad direction of the Deputy Directors of Pharmacy and Senior Clinical and Operational Pharmacists, the pharmacist will work closely with a team of dedicated and skilled technicians, pharmacists and other healthcare practitioners, to deliver a safe, efficacious and patient centred service. The responsibility of this position is to provide clinical and operational pharmacy services across CHS within the clinical and operational areas and may include pharmacist support to off-site facilities.

The position holder will integrate into the CHS Pharmacy team and will provide a range of pharmacy services on a rostered basis.

Eligibility/Other Requirements:

Mandatory:

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

Able to demonstrate competency standards at the Transition Level for Advanced Pharmacy Practice

Desirable:

The Society of Hospital Pharmacists of Australia (SHPA) membership.

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

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

Contact Officer: Hamed Lane (02) 5124 2203 hamed.lane@act.gov.au

## **Chief Operating Officer Clinical Services**

**University of Canberra Hospital**

**Centre for Rehabilitation**

**Exercise Physiologist**

**Health Professional Level 2 \$66,988 - \$91,962, Canberra (PN: 40383)**

Gazetted: 21 September 2020

Closing Date: 5 October 2020

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

Overview of the work area and position

The Rehabilitation and Aged Care Services (RACS) is a dynamic team of Physiotherapists, Exercise Physiologists and Allied Health Assistants. We work to enhance function, activity, and independence for patients. We treat and manage patients requiring rehabilitation with a range of conditions and injuries, including neurological disorders, amputations, musculoskeletal injuries, mental health issues and chronic conditions. We provide assessment and therapeutic intervention for client populations in both rehabilitation and aged care settings.

Exercise Physiology positions based at the University of Canberra Hospital will rotate through the RACS services, including inpatient wards, mental health services and outpatient services. The RACS exercise Physiologists work closely with RACS Physiotherapists and the multidisciplinary team.

Under professional supervision from the Lead Professional for Exercise Physiology, Exercise Physiologists are responsible for playing a key role in delivering high quality patient centred care and associated functions to support service delivery across clinical programs and areas. Services and functions include;

Promoting positive client outcomes through the provision of high-quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team.

Promoting individual or group service delivery.

Applying knowledge, skills, professional judgement and initiative in the delivery of routine services.

Clinical supervision is provided by the Health Professional Level 3, Exercise Physiologist at UCH, with informal and formal professional development opportunities available weekly.

Eligibility/Other Requirements

Mandatory:

Tertiary qualifications (or equivalent) in Exercise/Sports Science or similar.

Eligible for accreditation with Exercise and Sports Science Australia (ESSA).

Hold a current driver's licence.

Desirable:

At least one year of full-time equivalent work experience as an Exercise Physiologist.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note: This is a temporary position available for a period of two years and two months. Part-time hours will be considered the full-time salary noted above will be pro-rata. This position will be required to participate in overtime, weekend, on call and/or rotation roster. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

Contact Officer: Louise Gainsford (02) 5124 0264 [louise.gainsford@act.gov.au](mailto:louise.gainsford@act.gov.au)

## **Clinical Services**

### **Chief Operating Officer Clinical Services**

#### **Medicine**

##### **Diabetes Educator (Training)**

##### **Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 19395)**

Gazetted: 23 September 2020

Closing Date: 7 October 2020

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

Overview of the work area and position:

The Canberra Health Diabetes and Endocrinology Service provides acute and ambulatory outpatient services to consumers of the ACT and surrounding NSW region. The Canberra Health Diabetes and Endocrinology Service is an interdisciplinary team comprising Medical, Nursing and Allied Health Professionals. The service provides a coordinated and integrated service between the Canberra Hospital and various community-based locations within the ACT. The service provides diabetes care and treatment across the continuum for pre-diabetes, children, adolescents and adults, women during pregnancy, Type 1 and Type 2 diabetes, and performs dynamic Endocrine testing procedures and treatments for patients with Endocrine disorders.

The Canberra Health Diabetes and Endocrinology Service team are responsible for providing education and management of people at risk of and who have diabetes within acute and community health care settings, and support and assist the Endocrine nurse in testing procedures and treatments for patients with Endocrine disorders.

Under the direction of senior diabetes nurse educators, you will rotate across areas within the service. This position will provide an excellent foundation in diabetes education and will compliment nurses undertaking post graduate qualifications in diabetes education through an ADEA recognised tertiary course. The Registered Nurse Level 1 will be responsible professionally to the Level 2 Diabetes Educator in their area of work.

Eligibility/Other Requirements:

Mandatory:

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

Must hold and maintain a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

## **Medical Physics and Radiation Engineering**

### **Molecular and Nuclear Medicine Physics**

#### **Nuclear Medicine Physicist**

#### **Medical Physics Specialist \$106,699 - \$148,195, Canberra (PN: 24889)**

Gazetted: 22 September 2020

Closing Date: 22 October 2020

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

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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 several locations and in varied environments for people suffering from mental health issues.

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

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

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

Overview of the Work Area and Position

The Medical Physics and Radiation Engineering (MPRE) department at Canberra Health Services is composed of Medical Physics Specialists in radiation oncology, nuclear medicine, and radiology giving our department a collegial diversity of medical physicists working together.

The broad areas of MPRE services are:

Radiation safety, teaching and research;

Brachytherapy physics;

Teletherapy physics;

Molecular and nuclear medicine physics;

Radiology physics;

Radiation engineering and mould room manufacturing.

The Medical Physics and Radiation Engineering (MPRE) team is responsible for safety and quality in the use of medical radiation. The MPRE team contributes technical and scientific support to clinical and research staff enabling efficient use of resources for the diagnosis, treatment and research of disease using medical radiation. This position maintains safety and quality in radiological and nuclear medicine equipment, facilities and procedures.

Under the broad direction of Molecular and Nuclear Medicine Physics supervisor, the successful candidate will play a vital role in the MPRE team in providing day to day support to Nuclear Medicine/PET, Medical Imaging and Medical Physics support services to users of medical radiation and related systems, as appropriate.

MPRE provides a small number of direct healthcare consumer services. MPRE delivers services to CHS from within the division of Cancer and Ambulatory Support (CAS).

Eligibility/Other Requirements:

Mandatory:

Demonstrated eligibility for registration with the Australasian College of Medical Physicists and Engineers in Medicine (ACPSEM) in Nuclear Medicine Physics; or

Be on the UK HCPC register or hold the USA certificate of ABR, ABSNM or Canadian diploma CCPM in Nuclear Medicine Physics. It is expected that non-ACPSEM registered professionals to work towards ACPSEM registration as Nuclear Medicine Physicist once appointed.

TEAP registrars expecting to complete all requirements for certification within the next three months are encouraged to apply.

Have postgraduate qualifications in Medical Physics.

Desirable:

To be on the register of ACPSEM in Nuclear Medicine Physics.

Experience working in medical physics in clinical Nuclear Medicine environment.

Experience in quantitative nuclear medicine and parametric imaging.

Experience in nuclear medicine software development in image processing and dosimetry.

Experience in clinical radionuclide therapy administration.

Hold a current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with CHS credentialing requirements for allied health.

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

Note:

This is a temporary position available for up to three years with a possibility of extension and/or permanency. If applying for this role, it is recommended that you apply for the Medical Physicist Specialist role as well, advertised as requisition 01RSO.

Contact Officer: Farshid Salehzahi (02) 5124 4091 Farshid.Salehzahi@act.gov.au

## **People and Culture**

### **Workforce Capability - Staff Development**

#### **Senior Project Officer, Workforce Capability**

**Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 47766)**

Gazetted: 21 September 2020

Closing Date: 5 October 2020

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

The purpose of this role is to scope and undertake a Territory-wide project which aims to enhance access to essential education and training across ACT public and private health services.

This position reports to the Director of Workforce Capability at Canberra Health Services and will work collaboratively with key stakeholders across the ACT.

Workforce Capability (Staff Development Unit - SDU) is located on the Canberra Hospital campus and reports to the Executive Group Manager, People and Culture. SDU provides a key coordination role for Learning and Development (L&D) in CHS and provides education, including eLearning courses for clinical, technical, vocational and administrative staff in a broad range of learning and development programs which are based on the National Quality and Safety Health Service Standards and needs of the organisation. SDU administers the learning management system, including reporting and policies for education and training in CHS.

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

##### **Mandatory:**

Substantial leadership experience in a large and complex organisation will be highly regarded.

Experience in the use of project management strategies to deliver on objectives.

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note:

This is a temporary position available for nine months.

Contact Officer: Karen O'Brien or Deborah Moore (02) 5124 2437 Karen.O'Brien@act.gov.au

## **Medical Services**

### **Pathology**

#### **Lead Pharmacist- Education and Training**

#### **Pharmacist Level 4 \$115,388 - \$124,221, Canberra (PN: 32517)**

Gazetted: 18 September 2020

Closing Date: 6 October 2020

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Overview of the work area and position

The pharmacy department sits in the Division of Clinical Support Services. Clinical Support Services provide a range of services that support the clinical divisions within Canberra Hospital and Health Services (CHHS). The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: Pharmacists, Technicians and Administration staff.

The department provides a range of clinical services to inpatients and outpatients including several specialised services. Under the direction of the Deputy Director of Pharmacy Support and Operations the Pharmacy Technicians will work closely with a team of dedicated and skilled Technicians and Pharmacists to deliver a safe, efficacious and patient centered service.

The pharmacy team charter is "Our competent and professional team will provide a contemporary and forward-thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community"

An exciting development opportunity exists to work as a part of the Quality Use of Medicines, Research and Education team. This position will be required to provide a range of pharmacy services on weekends and after hours as rostered. The hospital has multiple work locations and all staff may be required to work at both the Canberra Hospital (TCH) and UCPH (University of Canberra Public Hospital) sites as rostered.

Eligibility/Other Requirements

Mandatory:

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

Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or extensive clinical pharmacy experience deemed equivalent.

Desirable:

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note: This is a temporary position available for a period of 13 months.

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

Contact Officer: Jessica Barnard (02) 5124 7949 [jessica.m.barnard@act.gov.au](mailto:jessica.m.barnard@act.gov.au)

## Medical Services

### Pathology

### Administration

### Pathology Quality Officer

### Health Professional Level 2 \$66,988 - \$91,962, Canberra (PN: 17388)

Gazetted: 22 September 2020

Closing Date: 29 September 2020

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

Overview of the work area and position

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

The Quality Department within ACT Pathology is responsible for coordinating, monitoring, maintaining, improving and evaluating activities for ongoing pathology accreditation, standards compliance, Quality Management System performance and patient safety.

This position works within the quality team and reports directly to the Quality Manager.

Eligibility/Other Requirements:

Mandatory:

Minimum tertiary qualifications are a degree in Medical Laboratory Science/Medical Science or an equivalent science degree majoring in Pathology disciplines.

Desirable:

- Experience with a quality management system based on NATA requirements.
- NATA internal audit and ISO 15189 training.

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: Lloyd Allen (02) 5124 4004 [lloyd.allen@act.gov.au](mailto:lloyd.allen@act.gov.au)

## **Clinical Services**

### **Medicine**

#### **Medical**

##### **Personal Assistant to Director of Nursing**

##### **Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 14190)**

Gazetted: 22 September 2020

Closing Date: 6 October 2020

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

Applications are sought for an enthusiastic and professional individual to fill the position of Personal Assistant within the office of the Director of Nursing, Division of Medicine.

The Division of Medicine has recently merged with the Emergency Department and this would be a great opportunity to develop your skills in a busy office environment.

This position is responsible for managing the daily activities of the Director of Nursing and two Assistant Directors of Nursing within the Division of Medicine by preparing a range of correspondence, management of diary inboxes and calendars, providing secretariat support to committees, assisting with human resource and financial management functions, research and initiating action to ensure the timely response to requests.

Applicants will need to be professional and have excellent communications, organisational and time management skills while adhering to CHS confidentiality policies and procedures. The applicant must have ability to liaise effectively with staff at all levels.

It is expected that the Personal Assistant, Division of Medicine will have a strong understanding of the responsibilities and accountabilities of the functions of Ambulatory and Medical Inpatient Services. It is expected that you will be able to work collaboratively with executives across Canberra Health Services to support the delivery of priorities.

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

##### **Desirable:**

Knowledge and experience with CHS information management systems, including ACT Patient Administration System (ACTPAS), Clinical Patient Folder (CPF) and the Clinical Portal,

Experience with medical terminology and typing.

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: Kristi-Lee Vaughan (02) 5124 3603 [kristi-lee.vaughan@act.gov.au](mailto:kristi-lee.vaughan@act.gov.au)

## **Clinical Services**

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

#### **Business Support Mental Health**



**Director of Allied Health, Mental Health, Justice Health and Alcohol and Drug Services  
Health Professional Level 6 \$148,991, Canberra (PN: 36846)**

Gazetted: 22 September 2020

Closing Date: 6 October 2020

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Overview of the work area and position

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) Director of Allied Health

The position holder is expected to operate within the *Public Sector Management Act (1994)*, the ACT Public Service Code of Conduct and relevant professional discipline Code of Conduct.

The position will be accountable for, and responsible to the Executive Director—MHJHADS through a contract and performance agreement. In keeping with the value of collaboration, the position will operate in a partnership model with other members of the Executive.

The Director of Allied Health will work in collaboration with the Operational Director and Clinical Directors, to provide professional governance for Allied Health professional groups within MHJHADS. They will work in collaboration with all program areas to ensure high quality outcomes for the people who use services. They will also work in partnership with the Director of Nursing and Chief Psychiatrist to ensure effective and coordinated integration of professional governance and activities within the multidisciplinary teams.

In addition to the duties described below, the MHJHADS Director of Allied Health could also perform the role and duties of the Profession Lead for their specific professional group for ACT Health.

Mental Health, Justice Health, Alcohol and Drug Services

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Dhulwa Mental Health Unit

Justice Health Services

Rehabilitation and Specialty Mental Health Service

Eligibility/Other Requirements:

Mandatory qualifications (dependent on applicant's professional group as shown below):

Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia

Psychology:

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

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*.

Desirable (regardless of professional group):

Possession of post graduate qualifications in management/administration.

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.

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

Contact Officer: Karen grace (02) 5124 1577 karen.grace@act.gov.au

## **Clinical Services**

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

#### **Nursing and Midwifery**

##### **Access and Operations Co-ordinator**

**Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 42275)**

Gazetted: 22 September 2020

Closing Date: 6 October 2020

Details: About us

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Overview of the work area and position:

The Division of Women, Youth and Children offers a range of primary, secondary and tertiary services across the acute and community-based sectors.

The Centenary Hospital for Women and Children (CHWC) is a tertiary centre for the ACT and surrounding regional areas. CHWC provides care to women and children across maternity, gynaecology, paediatric and neonatology services.

The Nurse/Midwife Access and Operations Co-ordinator (AOC) positions are responsible for the coordination and management of clinical requirements and leadership after hours to facilitate capacity across CHWC clinical areas.

The role works closely with the Canberra Health Services Access Unit whilst providing operational support for CHWC Clinical Nurse/Midwifery Managers and team leaders. This position provides a central point of contact and escalation for CHWC.

Reporting to the Assistant Director of Nursing and Midwifery (Clinical Support), the role contributes to the provision of safe effective care through coordinating responses to manage patient flow issues.

Eligibility/Other Requirements:

*Mandatory*

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

*Desirable:*

Post graduate qualification in a relevant nursing or midwifery field.

Holding or working towards a higher degree in a relevant field.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

*Note:*

This is a full-time position however part-time hours will be considered and the full-time salary noted above will be pro-rata. The role operates seven days per week, morning and evening shifts.

Contact Officer: Fiona Cameron (02) 5124 7377 [fiona.j.cameron@act.gov.au](mailto:fiona.j.cameron@act.gov.au)

**Surgery**

**Medical Staff**

**Staff Specialist 1-5 - Anaesthetist**

**Specialist Band 1 - 5 \$164,470 - \$202,960, Canberra (PN: 16003)**

Gazetted: 22 September 2020

Closing Date: 6 October 2020

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*The Role:*

Canberra Health Services are looking for enthusiastic and experienced Anaesthetists to assist in meeting the ever-increasing service demand of a swiftly growing population. We are seeking anaesthetists who are eager to learn and those who are engaged to grow the next generation of anaesthetists as we expand our service into the Surgical Procedures, Interventional, Radiological and Emergency (SPIRE) precinct which is due to open on the main Canberra campus in 2024.

Learn more about SPIRE go to [www.health.act.gov.au/about-our-health-system/planning-future/spire-project](http://www.health.act.gov.au/about-our-health-system/planning-future/spire-project)

*The work area:*

The Canberra Health Services Department of Anaesthesia, Peri-operative Medicine and Pain Management is a busy department that facilitates over 32, 000 anaesthetic procedures (elective and emergency) per year. Perioperative Medicine has become a significant focus of our department. We operate in a variety of environments, including Canberra Hospital which is the largest tertiary and trauma facility in the region, Calvary Public Hospital, John James Calvary Hospital, National Capital Private Hospital, and other private day surgery locations within Canberra.

The breadth of anaesthetic procedures undertaken are all encompassing (cardiac, neurosurgery, and neonatal surgery) except for solid organ transplant. As the primary teaching hospital and major trauma centre for ACT and the Southern NSW region, exposure to interesting cases is a certainty.

ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Due to these partnerships and the flexible nature of this employment opportunity, excellent research opportunities are available.

#### Employment Conditions and Benefits

##### Remuneration

A full time Senior Medical Officer employed in the ACT Public Service is entitled to a package up to \$369,057 per annum (pro-rata for fractional appointments) under the ACT Public Sector Medical Practitioners Enterprise Agreement 2013-2017. A new enterprise agreement is currently awaiting approval from the Fair Work Commission.

This package is inclusive of salary, a minimum 11% super contribution and:

Medical Education expenses allowance (MEE) reimbursement up to \$19,014

Private Practice Schemes, with a minimum payment (Scheme A – 20%) \$38,617 - \$47,655.

##### Additional Benefits

Benefits additional to Remuneration include:

Generous leave provisions, including training and education leave up to the following:

4 weeks training/education leave

4-5 weeks annual leave per annum;

Strong mentorship and supervisory support;

Access to PBI taxation benefits;

Up to \$51,533 in reimbursement of relocation expenses;

Access to additional payments for work undertaken on Extra Surgery Schemes;

Research opportunities; and

The opportunity to contribute to the development of Models of Care for the new SPIRE precinct.

##### Eligibility/Other Requirements

##### Mandatory:

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

Fellowship of the Royal Australian and New Zealand College of Anaesthesia or equivalent specialist qualifications.

Be an Australian Citizen or permanent resident of Australia.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

##### Salary, Remuneration and Conditions:

Annual Salary: Indicative total package value of between \$309,862 - \$369,057 inclusive of salary, applicable allowances and 11% super.

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

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

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

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

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

Contact Officer: Jeremy Crane (02) 6244 3245 [jeremy.crane@act.gov.au](mailto:jeremy.crane@act.gov.au)

#### Clinical Services

##### Medicine

##### Diabetes Service

##### Diabetes Dietitian

**Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 16200)**

Gazetted: 18 September 2020

Closing Date: 25 September 2020

Details: About us

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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 CHS Diabetes Service Nutrition team provide individual and group nutrition appointments for people at risk of or who have diabetes. The diabetes nutrition team is an integral part of the Diabetes Service collaborating with Endocrinologists, Diabetes Nurse Educators, other CHS and external Dietitians, Nurses, General Practitioners and Consumers to provide a team approach to care for people with, or at risk of diabetes.

The HPO3 Diabetes Dietitian will be responsible operationally and clinically to the Senior Diabetes Dietitian of the CHS Diabetes Service and professionally to the Profession Lead for Nutrition.

Under the direction of the senior dietitian, you will be required to provide clinical assessment, treatment, supervision and evaluation of nutrition care to inpatients and outpatients at risk of or who have diabetes.

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.

HPO3: Applicants must have a minimum of three years full-time (ideally five years) post-qualification experience.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Note:

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

Contact Officer: Rosemary Young (02) 5124 5310 [rosemary.young@act.gov.au](mailto:rosemary.young@act.gov.au)

### **Canberra Institute of Technology**

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

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

**Education and Training Services**

**Health, Community and Science**

**Teacher - CIT Community Work**

**Teacher Level 1 \$76,460 - \$102,020, Canberra (PN: 51782, several)**

Gazetted: 22 September 2020

Closing Date: 29 September 2020

Details: CIT Community Work department is seeking highly motivated individuals for the delivery of Community programs based at CIT Bruce campus. This position requires the ability to work collaboratively with teaching and support staff, to provide educational outcomes, and meet compliance requirements in a VET environment. The position also requires the ability to grow and nurture links with Industry and other stakeholders, to support student progress, and to manage educational resources. Industry experience in Mental Health and/or Community Development would be an advantage.

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

Eligibility/Other Requirements: New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40116 qualification or its successor, within the first eighteen (18) months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015.

All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

The successful applicants must have the below qualifications:

Diploma or above in a specialty relevant to Community Services.

Industry Experience of a minimum of five years in the Community Industry. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

How to Apply: Please submit your response addressing the Selection Criteria and the eligibility requirements as well as provide a current curriculum vitae. Your suitability will be assessed based on your Skills and Knowledge in relation to the Selection Criteria outlined in the Position Description and your experience of the Community Sector. Please provide the names and details of two referees who may be contacted prior to the interview process.

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

Contact Officer: Veronique Gouneau (02) 6205 4724 [veronique.gouneau@cit.edu.au](mailto:veronique.gouneau@cit.edu.au)

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

## **Education and Training Services**

### **Business Tourism and Accounting Management**

#### **CIT Accounting and Project Management**

##### **Head of Department**

##### **Manager Education Level 1 \$126,307, Canberra (PN: 51765)**

Gazetted: 17 September 2020

Closing Date: 1 October 2020

Details: The Business and Leadership (B&L) College at Canberra Institute of Technology (CIT) is seeking an outstanding Head of Department in the CIT's Accounting Project Management Department who, through quality leadership and management of education related activities, will contribute to the achievement of the Department, College and organisational goals. The department delivers training from skill sets through to Diploma level qualifications in Accounting, Bookkeeping, Project Management and Legal Services.

Working collaboratively with industry and the Business and Leadership College and CIT, the department creates unique innovative learning opportunities for students. The Head of Department role requires an exceptional leader who possesses strong communication and teamwork skills in managing a dynamic team of administrative and teaching staff to ensure excellence in delivery in the Vocational Education and Training (VET) sector. This includes the development of innovative and customised models of delivery and assessment while ensuring the provision of high-quality customer service to learners. The successful candidate will also need to provide leadership in establishing and sustaining relationships with community, industry and other key stakeholders, and provide advice and proactive leadership to increase departmental and college revenue. The ability to model CIT cultural traits is critical.

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

Eligibility/Other Requirements: All managers at Manager Education – Level 1 or Manager Education – Level 2 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor), and a Diploma in Vocational Education and Training (or equivalent).

How to Apply: Please address the Selection Criteria outlined in the Position Description. Please provide a current curriculum vitae and referee reports along with copies of your qualifications.

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

Contact Officer: Fiona Mitchell (02) 6207 3125 [fionam.mitchell@cit.edu.au](mailto:fionam.mitchell@cit.edu.au)

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

## **Industry Engagement and Strategic Relations**

### **Training Initiatives**

#### **Manager, Training Initiatives**

##### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 55029)**

Gazetted: 17 September 2020

Closing Date: 1 October 2020

Details: Are you a leader with the ability to create a positive empowering work environment, who can foster relationships and overcome challenges and identify opportunities? Do you have exceptional interpersonal, organisational and managerial skills including the ability to deal with complex issues with sound judgement to provide quality outcomes to customers? As Manager, Training Initiatives Unit (TIU) you will report directly to the Director, Industry Engagement and manage the Liaison, My Profiling and Continuous Improvement teams within the TIU. You will work closely with the Industry Engagement team on creating synergies to explore the possibilities, creating opportunities to acquire knowledge, ensuring visibility and allowing your team opportunity to experiment which will ensure the best possible customer experience and outcomes. You will also provide advice relating to ACT government training initiatives and assist with the efficient and effective administration of training initiatives at CIT. 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: If you have experience in Vocational Education and Training (VET) and training initiatives it will be well regarded.

How to Apply: Interested applicants are required to submit a written response to the Selection Criteria and a current curriculum vitae outlining relevant skills and experience.

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

Contact Officer: Fiona Mitchell (02) 6207 3125 [fionam.mitchell@cit.edu.au](mailto:fionam.mitchell@cit.edu.au)

## **Chief Minister, Treasury and Economic Development**

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

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

### **Shared Services**

#### **Technology and Services**

##### **ICT Security**

##### **Assistant Director, Cyber Strategy and Governance**

##### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 31212)**

Gazetted: 23 September 2020

Closing Date: 30 September 2020

Details: Chief Minister, Treasury and Economic Development Directorate (CMTEDD) Shared Services is seeking applicants with experience in ICT security risk management, cyber security controls and processes, and an understanding of privacy principles and security frameworks to perform the role of Assistant Director, Cyber Strategy and Governance, ICT Security. Successful applicants will perform security risk assessments of ICT infrastructure, systems and cloud services and advise clients from ACT Government directorates about security risk

and compliance. They will also contribute to the maintenance of the ICT Security Framework of policies, standards and procedures, and the ongoing evolution of security services in ACT Government. 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: Successful applicants must be able to obtain and maintain a Baseline security clearance.

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, including temporary positions with the possibility of permanency.

How to Apply: Applications should include a supporting statement or response to Selection Criteria of no more than two pages outlining your qualifications and experience against the required capabilities. Please also provide at least two written references using the provided template and a current curriculum vitae.

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

Contact Officer: Caley Callahan (02) 6207 1145 caley.callahan@act.gov.au

## **Revenue Management**

### **Operations**

#### **Customer Service Officer**

#### **Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 00882, several)**

Gazetted: 22 September 2020

Closing Date: 6 October 2020

Details: An opportunity has arisen for capable and driven individuals to join the Operations Team at ACT Revenue.

If you are highly motivated, have excellent customer service skills and enjoy working as part of a team - then please apply. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Applicants are asked to provide a written application of no more than two pages outlining your qualifications and experience against the Selection Criteria. Please provide a current curriculum vitae.

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

Contact Officer: Joseph Tonna (02) 6207 0293 joseph.tonna@act.gov.au

## **Executive Group Manager, Shared Services ICT**

### **Executive Level 2.2 \$286,648 - \$298,006 depending on current superannuation arrangements, Canberra (PN: E786)**

Gazetted: 21 September 2020

Closing Date: 11 October 2020

- Deliver robust and effective ICT systems and services to support government outcomes
- Career-defining opportunity
- Substantial remuneration package
- Canberra

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the ACT Public Service and provides strategic advice and support to the Chief Minister, Treasurer, Minister for Economic Development and the Cabinet. Shared Services, which is a Division of CMTEDD, provides financial, ICT and HR support across Government.

As Executive Group Manager Shared Services ICT and a member of the Shared Services leadership team, you will head a large division which delivers high quality whole-of-government ICT services, including cloud provision, data centres and an extensive optical fibre voice and data network with high quality server and desktop support. You will also be responsible for ICT project management and application development, and for the leadership and management of teams of staff who are co-located in other Directorates and who provide contextual advice and



guidance as well as business system support services. As a key member of the executive team, you will be expected to lead and influence change within Shared Services and across Government.

To be a strong contender, you will need to be an exceptional leader and manager who can influence strategic thinking, direction-setting and organisational capacity-building. You will also be adept at driving change, particularly in relation to digital, security and technological advancements. You will be innovative in your approach, have a proven record of achievement working in complex and challenging operating environments, and be capable of brokering outcomes through collaboration and consensus. Your strong achievement orientation, sound judgement and proven ability to meet tight deadlines will be complemented by a personal style that engenders trust and respect. Relevant tertiary qualifications will be well regarded.

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

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

How to Apply: To apply, please obtain selection documentation by emailing [admin@ianhansen.com.au](mailto:admin@ianhansen.com.au)

Contact Officer: Ian Hansen 0408 306 769 [admin@ianhansen.com.au](mailto:admin@ianhansen.com.au)

#### **Access Canberra**

#### **Customer Coordination**

#### **Contact Centre**

#### **Team Leader**

#### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 21860)**

Gazetted: 21 September 2020

Closing Date: 5 October 2020

Details: Are you looking for a career in providing high level customer service across multiple agencies? Can you lead, manage and support a diverse and inclusive workforce? Are you someone who can coach others, develop skills and motivate a group of talented individuals to meet specific goals in a fast-paced environment? Can you get the most out of your team?

If you have said yes to all of the above then please submit a two page pitch against the selection criteria by the due date. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: The successful applicant will be required to work a scheduled roster in line with operational requirements. Will be required, once trained to participate as part of our 24 hr On-Call roster that includes weekends and during Storms and/or Emergency events.

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

How to Apply: Please submit a two-page pitch against the Selection Criteria along with a current curriculum vitae.

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

Contact Officer: James Bradford (02) 6207 8294 [james.bradford@act.gov.au](mailto:james.bradford@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.

#### **Office of the Chief Digital Officer**

#### **ACT Data Analytics Centre**

#### **Data Analyst**

#### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 40129)**

Gazetted: 22 September 2020

Closing Date: 29 September 2020

Details: We are seeking an experienced Data Analyst to join our Data Analytics Centre team. Your role will be to support the technical aspects of data extract, transformation, analysis and reporting within the Data Analytics Centre. The ACT Data Analytics Centre (the Centre) has been established within the Office of the Chief Digital

Officer (OCDO) to build strong partnerships with the Directorates to understand and capitalise on the information assets government holds and manages.

Its aims to:

Make data discoverable, accessible and trusted for use across ACT Government through improved data governance and management;

Facilitate sharing and integration of data in the Data Lake, to enable self-service by Directorates;

Demonstrate the value of government data through data analysis;

Foster and build data and digital capability across the ACT; and

Build trust by fostering privacy and security by design of sensitive data.

The Centre has an agile and lean mindset and uses human centred design and systems thinking approaches. Team members will be evangelists for data, promoting a positive culture that will transform the ACT Government to become an evidence-based, data-driven organisation. They will contribute to a positive and collaborative organisational culture, providing insight and input into strategic planning and actively contribute to the success of the Centre and the broader OCDO. You will work as member of a dynamic and diverse team to develop and deliver visual analytics solutions and products that enable business to achieve better outcomes for all Canberrans. Our ideal candidate will be passionate about improving the trusted use of public sector data and to improve policy outcomes across the ACTPS. You will have demonstrated conceptual and analytical skills and a soundtrack record in undertaking detailed data analysis that enable business areas to achieve their outcomes. You will have an approach that reflects the ACT Data Analytics Centre mindset with good organisational skills and the ability to deliver multiple projects within tight timeframes. You will be able to engage authentically with stakeholders on complex issues and be a strong and empathetic communicator who can present a logical and compelling argument. 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 up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should review the Position Description for details about the role and associated responsibilities and provide a curriculum vitae including the contact details of at least two referees and a personal pitch (no more than four pages) providing examples of your achievements and how they relate to this position and its requirements.

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

Contact Officer: Philip Crawford (02) 6207 9872 [philip.crawford@act.gov.au](mailto:philip.crawford@act.gov.au)

## **Revenue Management**

### **Support**

#### **Senior Director - Corporate Services**

##### **Senior Officer Grade A \$148,991, Canberra (PN: 49226)**

Gazetted: 22 September 2020

Closing Date: 6 October 2020

Details: The ACT Revenue Office is looking for a talented and collaborative senior manager to fill the role of Senior Director Corporate Services. This person will understand and have across project delivery, finance, risk, governance, audit and reporting. The position reports to the Executive Group Manager, Revenue Management Group and is a member of the senior leadership group.

The position requires the successful candidate to:

Provide advice, strategy and operational direction on corporate matters to support the effective administration of the Group and its business units.

Project manage substantial change activities that include IT components.

Oversee corporate financial reporting and analysis.

Oversee internal audit.

Assume the role of the Information Officer and ensure compliance with the Territory's privacy principles.

Eligibility/Other Requirements: Relevant qualifications in law, economics, commerce or public administration are desirable.

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

How to Apply: Applicants are asked to provide written application of no more than two pages outlining your qualifications and experience against the required capabilities. Please provide a current curriculum vitae.

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

Contact Officer: Kim Salisbury (02) 6207 0010 kim.salisbury@act.gov.au

## **Access Canberra**

### **Office of the Deputy Director-General**

#### **Directorate Liaison Officer**

#### **Senior Officer Grade C/Senior Officer Grade B \$108,926 - \$144,418, Canberra (PN: 37935)**

Gazetted: 21 September 2020

Closing Date: 28 September 2020

Details: Are you a master Tetris player? Can you connect the dots and join the pieces to complete the puzzle? Can you read between the lines to anticipate next moves? Can you provide clear directions to get your team across the finish line in a hard-fought game of Capture the Flag?

Access Canberra is looking for a highly motivated and collaborative person to be its Directorate Liaison Officer (DLO). The DLO performs a key role in the Office of the Deputy Director-General, forging and maintaining strong links with our portfolio Minister/s and other Ministerial offices. As part of a high-performing team, you will make a strong contribution to ensuring Access Canberra is able to respond to and support government priorities across all areas of the agency.

The DLO provides a key link between the organisation and our portfolio Minister/s by facilitating the flow of information as well as providing timely assistance and advice on matters relating to Access Canberra, the ACT's Legislative Assembly and Cabinet. You will be exposed to a wide range of regulatory and compliance matters and must be able to manage sensitive and confidential information. Your attention to detail, excellent relationship management skills and determination to achieve will set you up for success in this role and beyond.

Our team believes in enabling creativity and innovation while also bringing a spirit of fun to everything we do. If you're looking for your next exciting career challenge where no day is the same and you're given the opportunity to develop and grow, then this is the role for you.

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

Note: This is a temporary position available from 18 October 2020 until 1 October 2021. This position will be filled at either the Senior Officer Grade C or Senior Officer Grade B level, dependant on the skills and experience of the successful applicant. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants are asked to submit a two-page pitch outlining how your Skills, Knowledge and Behavioural Capabilities make you the best fit for the role and a copy of your curriculum vitae.

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

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

## **Corporate**

### **Corporate Management**

#### **Concierge and Building Services**

#### **Fleet and Sustainability Officer**

#### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 445566)**

Gazetted: 21 September 2020

Closing Date: 5 October 2020

Details: Do you like a challenge and want to be a key part of a high performing team that will focus on the maintenance of our fleet services, support building services, and driving our building sustainability initiatives?

Then this opportunity is for you! We are seeking a Fleet and Sustainability Officer who is a motivated, forward thinking person, able to implement and manage systems and processes at our new London Circuit, ACT Government City Office Building. You will work with the four ACT Government Directorates to implement initiatives aligned to ACT Government vehicle and sustainability strategies including emissions reporting, environmental reporting and electronic vehicle implementation.

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.

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

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

Contact Officer: Kirsten Thompson (02) 6207 8207 [Kirsten.Thompson@act.gov.au](mailto:Kirsten.Thompson@act.gov.au)

## **Corporate**

### **Corporate Management**

#### **Concierge and Business Services**

#### **Work Health and Safety Advisor**

#### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 223311)**

Gazetted: 21 September 2020

Closing Date: 5 October 2020

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe working environment for our teams? Then this opportunity is for you! We are seeking a Work Health and Safety Advisor who is a motivated, forward thinking person who is able to develop, implement and govern Work, Health and Safety (WHS) programs and emergency management systems and processes at our new London Circuit, ACT Government City Office Building.

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 qualification in Work Health Safety is desirable but not essential.

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

How to Apply: Please submit a written application of no more than three pages responding to the Selection Criteria outlined in the Position Description. Please also submit a 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: Kirsten Thompson (02) 6207 8207 [Kirsten.Thompson@act.gov.au](mailto:Kirsten.Thompson@act.gov.au)

## **Commercial Services and Infrastructure**

### **Property and Venues**

#### **Venues Canberra**

#### **Senior Director - Facilities and Capital Works**

#### **Senior Officer Grade A \$148,991, Canberra (PN: 38949)**

Gazetted: 18 September 2020

Closing Date: 2 October 2020

Details: Venues Canberra is responsible for the hosting of events at the Territory's major venues, being Exhibition Park in Canberra, GIO Stadium and Manuka Oval; and the management and operation of these venues. The Senior Director - Facilities and Capital Works reports directly to the Executive Branch Manager and will prepare professional and timely capital works and recurrent maintenance investment advice. The position will manage the delivery of Venues Canberra's capital and better infrastructure fund works and its strategic asset management plans. Working in conjunction with the Senior Management team, the position will assist in the coordination of projects and delivery of business cases and cabinet submissions. The successful applicant will have an demonstrated understanding of event facilities or stadia facility management and capital work implementation. As such, high level organisational skills and experience managing multiple projects and

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

**Eligibility/Other Requirements:**

Relevant formal higher education qualifications such as Facilities or Construction Management and Project Management is highly desirable. An ACT Government CMTEDD Baseline clearance is required for this position.

Note: This is a temporary position available immediately for up to 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should provide a written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities along with a current curriculum vitae and details of at least two referees.

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

Contact Officer: Matthew Elkins (02) 6256 6708 [matthew.elkins@act.gov.au](mailto:matthew.elkins@act.gov.au)

## **Economic Development**

### **Skills Canberra**

#### **Skills Programs Operations and Support**

#### **Assistant Director, VET Program Operations**

#### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 34459)**

Gazetted: 18 September 2020

Closing Date: 2 October 2020

Details: Skills Canberra is the branch of the ACT Government responsible for the policy and programs relating to Vocational Education and Training (VET), Adult Community Education (ACE) 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 a team responsible for ensuring the effective administration of VET programs. The position description contains further details of the role, and of the type of person we are after to fill it. Please note that the person who fills this position will sometimes prepare and deliver face-to-face presentations to small and large groups, so will need to be comfortable with public speaking.

Prospective applicants are encouraged to discuss the position with the contact officer before applying. This is a great time to join a branch which actively supports Canberrans, and assists the ACT's economic sustainability 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.

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

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

Note: Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Current and former Australian Defence Force members are encouraged to apply. Our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to safely and effectively work from home. A gradual return to the workplace is anticipated, including the advertised role. 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 maximum three-page response to the 'Professional/Technical Skills and Knowledge', and 'Behavioural Capabilities' included in the Position Description, 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: Skye Turner (02) 6205 7047 [skye.turner@act.gov.au](mailto:skye.turner@act.gov.au)

## **Corporate**

### **Corporate Management**

#### **Concierge and Building Services**

##### **Senior Director, Concierge and Building Services Team, City Office Building**

##### **Senior Officer Grade A \$148,991, Canberra (PN: 789798)**

Gazetted: 21 September 2020

Closing Date: 5 October 2020

Details: Do you have a passion for delivering high quality customer service, building relationships and implementing robust building management services that will help our staff achieve outcomes for Canberra? We are looking for an experienced person to work at our new London Circuit, ACT Government City Office Building. Leading the new Concierge and Building Services team (CBS), you will have excellent communication skills and an ability to establish processes and procedures for work health and safety, emergency management, fleet, facilities, contract and sustainability work programs all within a fast-paced environment. Working with Senior Executive and across multiple ACT Government Directorates you will be responsible for leading and shaping the best Concierge and Building Services team from day one.

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.

How to Apply: Please submit a current curriculum vitae; statement of claims addressing the Selection Criteria; and two referee reports. Please ensure that one of the referees is your current or immediate past supervisor.

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

Contact Officer: Kirsten Thompson (02) 6207 8207 [Kirsten.Thompson@act.gov.au](mailto:Kirsten.Thompson@act.gov.au)

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

## **Economic Development**

### **Skills Canberra**

#### **Skills Programs Operations and Support**

##### **Assistant Director, Promotion and Events**

##### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 33329)**

Gazetted: 18 September 2020

Closing Date: 2 October 2020

Details: Skills Canberra is the branch of the ACT Government responsible for the policy and programs relating to Vocational Education and Training (VET), Adult Community Education (ACE) 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 a team responsible for increasing stakeholder awareness and knowledge of the programs, options and benefits relating to VET and ACE. The position description contains further details of the role, and of the type of person we are after to fill it. Please note that the person who fills this position will often prepare and deliver face-to-face presentations to small and large groups, so will need to be very comfortable with public speaking and "thinking on your feet".

Prospective applicants are encouraged to discuss the position with the contact officer before applying. This is a great time to join a branch which actively supports Canberrans, and assists the ACT's economic sustainability and recovery.

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: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Current and former Australian Defence Force members are encouraged to apply. Our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to safely and effectively work from home. A gradual return to the workplace is anticipated, including the advertised role. 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 maximum three-page response to the 'Professional/Technical Skills and Knowledge', and 'Behavioural Capabilities' included in the Position Description, 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: Andrew Wyman (02) 6205 0081 [andrew.wyman@act.gov.au](mailto:andrew.wyman@act.gov.au)

## **Commercial Services and Infrastructure**

### **Property and Venues**

#### **Venues Canberra**

#### **Senior Director - Safety, Security and Emergency Management**

#### **Senior Officer Grade A \$148,991, Canberra (PN: 49169)**

Gazetted: 17 September 2020

Closing Date: 24 September 2020

Details: Venues Canberra is responsible for the hosting of events at the Territory's major venues, being Exhibition Park in Canberra, GIO Stadium and Manuka Oval; and the management and operation of these venues. The Senior Director - Safety, Security and Emergency Management reports to the Executive Branch Manager and provides high level strategic advice and assurance. The position is responsible for facilitating policies and programs to assist in protecting Venues Canberra sites from terrorism and related security risks. The position also provides oversight of the WHS framework and promotes a safety culture within Venues Canberra. The successful applicant will have demonstrated experience in managing the security and safety of a large business or enterprise, preferably within an entertainment, stadium or crowded place environment and be able to develop practical mitigation strategies to address complex security issues. As such, highly developed written and oral communication and interpersonal skills and the ability to establish professional networks and consult with stakeholders are required capabilities. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Tertiary qualifications in security, risk management, emergency management and investigations is highly desirable. Qualifications in exercise management/writing will be considered favourably.

Essential:

C Class driver's licence.

The ability to perform regular after hours, public holidays and weekend work in support of booked events.

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

Desirable:

Possession of or the ability to acquire a first aid certificate

Possession of a Negative Vetting Level 1 Security Clearance

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

How to Apply: Applicants should provide a written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities along with a current curriculum vitae and details of at least two referees. Applications should be submitted via the Apply Now button below.  
Contact Officer: Matthew Elkins (02) 6256 6708 [matthew.elkins@act.gov.au](mailto:matthew.elkins@act.gov.au)

## **Workplace Safety and Industrial Relations**

### **WHS and Wellbeing**

#### **Director WHS and Wellbeing**

##### **Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 40831)**

Gazetted: 17 September 2020

Closing Date: 1 October 2020

Details: The Workplace Health and Safety (WHS) and Wellbeing team has an exciting opportunity for a WHS professional to join our team. This position will work with the team and across the ACTPS to support the whole of government COVID19 WHS response. This position will also lead work to develop and implement a revised whole of government WHS management system as well as undertake a range of projects to ensure we are delivering on the ACTPS WHS and Wellbeing strategy 2019-2022.

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

How to Apply: Please provide a curriculum vitae and no more than two pages in response to your skills and experience against the Selection Criteria.

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

Contact Officer: Rebecca Parton (02) 6205 9482 [Rebecca.Parton@act.gov.au](mailto:Rebecca.Parton@act.gov.au)

## **Community Services**

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

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

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

#### **Executive Group Manager, Child and Youth Protection Services**

##### **Executive Level 2.1 \$266,234 - \$276,672 depending on current superannuation arrangements, Canberra (PN: E737)**

Gazetted: 21 September 2020

Closing Date: 11 October 2020

Challenging and Important Senior Executive Role

The Community Services Directorate, (CSD) manages the human services responsibilities of the ACT Government. The Directorate works with thousands of Canberrans and manages services that assist the entire population. The Directorate's policy framework continues to be guided by our focus on achieving outcomes for our community. A strong focus of the Directorate is assisting people who are disadvantaged or experiencing a crisis. They may be refugees and migrants, families experiencing domestic and family violence, parents seeking help to look after children with disabilities, children with developmental delays or children and young people at risk. We also fund many community partners to help us deliver services and programs to improve people's lives.

As Executive Group Manager, Child and Youth Protection Services, (Level 2.1) reporting to the Executive Group Manager, Children Youth and Families you will be responsible for child protection and youth justice services to ACT children and young people and their families. In this role you will be required to have extensive experience in human services service delivery and program management and an understanding of the relationships between the



Directorate, Government, portfolio Ministers, community agencies and peak bodies. The position requires superior management and leadership capabilities and the ability to think strategically as well as excellent interpersonal, organisational and communication skills. High level analytical and negotiating skills, superior judgment in relation to financial management and organisational improvement and the capacity for innovation and continuous improvement are necessary.

This position will lead the Child Youth and Families (CYF) response to recommendations from the *Our Booris Our Way* Review.

The *Our Booris, Our Way* review was commissioned in June 2017 to focus on systemic improvements needed to address the unacceptable overrepresentation of Aboriginal and Torres Strait Islander children and young people in the ACT child protection system.

The ACT Government knows Aboriginal and Torres Strait Islander people are the experts in their own lives and the review was established with governance and methodology co-designed with Aboriginal and Torres Strait Islander experts and key Aboriginal community-controlled organisations.

The *Our Booris, Our Way* review focused on systemic improvements to child protection systems, policies and practices. It sought to understand the reasons for children and young people entering care and to then develop strategies to reduce the number of Aboriginal and Torres Strait Islander children and young people entering care, improve their experience and outcomes while in care, and exiting children from care through the identification of family and kin and restoration.

The *Our Booris, Our Way* review is significant in that it was established as a wholly Aboriginal and Torres Strait Islander led review. The need to establish a review where government has supported Aboriginal and Torres Strait Islander self-determination and in doing so handed over the decision-making levers to guide solutions and new initiatives has been ground-breaking.

The position holder will need to demonstrate capacity and capability to continue to work with the committee and the community to address for the intent of the recommendations and embed practice change within the service. To be a strong contender for this critical role you will be able to demonstrate leadership across a range of operational and policy areas and ideally in child protection and/or juvenile justice. You will have excellent people management and relationships skills, the capacity to work with vulnerable people and the ability to drive and implement reform and continuous improvement practices in a complex and difficult area. The position requires a person who wants to make a difference, has exceptional judgement and resilience and the capacity to take on a broader leadership role within the Directorate.

Before applying, please obtain selection documentation from the Executive Intelligence Group vacancies page [www.executiveintelligencegroup.com.au](http://www.executiveintelligencegroup.com.au) Ref No 717.

Remuneration: The position attracts a remuneration package ranging from \$266,234 to \$276,672 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$208,769.

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

If after reading the selection documentation, you require further information please contact Tricia Searson or Karina Duffey on (02) 6232 2200.

Contact Officer: Tricia Searson or Karina Duffey (02) 6232 2200 [www.executiveintelligencegroup.com.au](http://www.executiveintelligencegroup.com.au)

## **Children, Youth and Families**

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

#### **Bimberi Residential Services**

##### **Head Cook - Bimberi Youth Justice Centre**

##### **General Service Officer Level 7 \$64,220 - \$67,817, Canberra (PN: 00068)**

Gazetted: 21 September 2020

Closing Date: 5 October 2020

Details: Bimberi Residential Services is seeking an enthusiastic, motivated and suitably qualified person to permanently fill the role of Head Cook. As Head Cook you will be responsible to work as part of a small team to manage the day to day operations of a kitchen in a youth detention facility. The successful applicant and their team will develop and implement seasonal menus, undertake preparation, cooking and serving of meals ensuring appropriate dietary, nutritional and cultural needs are met. The Head Cook will also be responsible for the control, ordering, rotation and oversight of stock levels and general supplies for the centre and assist with the delivery of

hospitality programs for young people. The success applicant will display sound communication skills and demonstrate a capacity to work as part of the Bimberi Residential Services team.

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

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

**Eligibility/Other Requirements:**

Certificate III or IV in Commercial Cookery, or equivalent, from a registered training organisation.

Senior First Aid Certificate or willingness to attend training.

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

Note: Selection will be based on application, psychometric assessment and interview. The occupant of this position will be required to work a rotating shift roster and undertake parts of the duties outside normal business hours (including weekends and public holidays). 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:** Applications will be assessed against the Selection Criteria in relation to the duties/responsibilities, qualifications and personal qualities listed in the position description. To apply please send us your application detailing your experience and how they make you the best person for this role, your current curriculum vitae and contact details of at least two referees. If you wish to find out more about the position, please call the Contact Officer.

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

Contact Officer: Kim Gardiner (02) 6207 8801 [Kim.Gardiner@act.gov.au](mailto:Kim.Gardiner@act.gov.au)

## **Children Youth and Families**

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

#### **Contract Data and Reporting Officer**

#### **Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 42183)**

Gazetted: 23 September 2020

Closing Date: 9 October 2020

**Details:** The Contract Data and Reporting Officer is focussed on supporting Child and Youth Protection Services (CYPs) to deliver the best possible life outcomes for children and young people through administrative support across a range of administrative support functions. To be successful in this position within Relationship Management you will need to be a collaborative and communicative team player who is confident to engage with Service providers and business units across Community Services (CSD). You will have an eye for detail and an ability to detect errors and potential trends while working with and processing data, will be confident with a range of data systems, coordinate and undertake a wide range of administrative duties and work cohesively within a team with a level of independence and flexibility. The ability to quickly reshuffle priorities along with a high level of resilience and professionalism will be well required.

**Eligibility/Other Requirements:**

Experience and/or desire to work in a community services environment.

Proficiency with Microsoft Office products and database systems including excel spreadsheets.

Current driver's licence.

**Additional Information:**

Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) ACT 2011* will be required. For further information on Working with Vulnerable people registrations refer to: [www.legislation.act.gov.au/a/2011-44/default.asp](http://www.legislation.act.gov.au/a/2011-44/default.asp) and [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

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

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.  
How to Apply: Please submit a written application responding to the required Selection Criteria in the Position Description and a current curriculum vitae.

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

Contact Officer: Adele Gillespie (02) 6207 1058 [adele.gillespie@act.gov.au](mailto:adele.gillespie@act.gov.au)

## **Children, Youth and Families**

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

#### **Cultural Services Officer**

**Child and Youth Protection Professional Level 3 \$100,990 - \$106,133 (up to \$111,139 on achieving a personal upgrade), Canberra (PN: 27436)**

Gazetted: 22 September 2020

Closing Date: 6 October 2020

Details: The Cultural Services Officer role is focussed on supporting Child and Youth Protection Services (CYPS) to deliver the best possible life outcomes for Aboriginal and Torres Strait Islander children and young people through culturally appropriate client service, underpinned by best practice culturally appropriate trauma informed case management.

Eligibility/Other Requirements:

Essential:

Proficiency in Aboriginal and Torres Strait Islander culture.

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

Current driver's licence.

Desirable:

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

Additional Information:

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

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

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

How to apply: Please provide a written response to the Selection Criteria and a current curriculum vitae.

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

Contact Officer: Paula McGrady (02) 6207 3502 [paula.mcgrady@act.gov.au](mailto:paula.mcgrady@act.gov.au)

## **Children Youth and Families**

### **Children and Families**

#### **Executive Assistant**

**Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 09184)**

Gazetted: 21 September 2020

Closing Date: 30 September 2020

Details: The Children and Families Branch provides early intervention and prevention services to ACT children and young people and their families, and services to children with developmental delays. The Branch oversees operations of the Government's three Child and Family Centres and the Child Development Service.

The Executive Assistant position requires a highly motivated person to provide high-level administrative, project and secretarial support to manage the workflow of the Executive Branch Manager, Children and Families and Executive Branch Manager, Strategy and Governance.

Eligibility/Other Requirements: Experience and/or desire to work in a community services environment.

Proficiency with Microsoft Office products and database systems.

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

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

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

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

Contact Officer: Georgia Harvey (02) 6205 6939 [georgia.harvey@act.gov.au](mailto:georgia.harvey@act.gov.au)

## **Corporate**

### **People Management**

#### **Training Systems Team**

##### **Assistant Director, Training Systems**

##### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 07813)**

Gazetted: 18 September 2020

Closing Date: 2 October 2020

Details: The Community Services Directorate are seeking an innovative and passionate person to lead the Training Systems team. The Training Systems team develops and manages the design, coordination and delivery of various types of e-Learning formats including video/motion graphics and web-based tutorials, virtual and augmented reality, webinars, mobile learning and micro learning. The team also performs some adhoc media responsibilities for the Directorate. Under the direction of the Executive Branch Manager, People Management, the Assistant Director, Training Systems will lead the team to deliver online workplace learning and development programs as well as overseeing the collection of data related to learning and development of policies and reports.

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

Note: This is a temporary position available for nine months with the possibility of extension and/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: To apply, please submit a two-page Expression of Interest addressing the Selection criteria along with your curriculum vitae and contact details of two referees.

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

Contact Officer: Alison Colson (02) 6207 7652 [alison.colson@act.gov.au](mailto:alison.colson@act.gov.au)

## **Children, Youth and Families**

### **Strategy and Governance**

#### **Senior Project Officer**

##### **Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 26136)**

Gazetted: 17 September 2020

Closing Date: 1 October 2020

Details: The Senior Project Officer role is focussed on contributing to the implementation and redesign of A Step Up for Our Kids Out of Home Care Strategy 2015-2020 by supporting the delivery of projects through a project management framework. The role will primarily be responsible for coordinating the redesign program of work in relation to a range of research, engagement and communication activities with key stakeholders including children, young people, birth families, kinship and foster carers, Children, Youth and Family staff, advocacy services and government and non-government agencies. The role includes being responsible for leading engagement activities, displaying confidence and an ability to step into difficult conversations, leading and managing staff, advising on prevention and out of home care policy advice, project management, secretariat support of various

governance groups, presenting qualitative and quantitative data to interested parties, preparation of Directorate and Ministerial briefs and engagement with a variety of stakeholders in relation the current and future status of out of home care. The position calls for someone who is highly motivated as this is a significant reform project at a critical juncture in its development.

Eligibility/Other Requirements:

Essential:

Current driver's licence.

Experience and/or desire to work in a community services environment.

Desirable:

Relevant tertiary qualifications in project management or related discipline.

Experience working with IT systems including Microsoft Word, Excel, PowerPoint and TRIM.

Additional information:

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

Note: This is a temporary position available Immediately for a period of 12 months. An order of merit will be established from this selection process and may be used to fill future temporary and/or permanent identical vacancies.

How to Apply: Applications should include a supporting statement of no more than two pages outlining experience and ability against the duties and the Position Description. Please also attach a current curriculum vitae and provide names/contact details for two referees (one of which, should be your current supervisor).

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

Contact Officer: Claire Barbato (02) 6205 3659 [claire.barbato@act.gov.au](mailto:claire.barbato@act.gov.au)

## **Child, Youth and Families**

### **Children and Families**

#### **Child Development Service**

##### **Speech Pathologist**

**Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 36123, several)**

Gazetted: 17 September 2020

Closing Date: 2 October 2020

Details: The individuals in these positions will provide services within a community based, multidisciplinary team within the Child Development Service.

The successful staff member will provide assessments/screen children to identify those at risk of developmental delay and provide interventions that will address the child's developmental delay; and support their movement through the service system.

The individuals will have the opportunity to participate in the continual improvement of the Child Development Service through participation in a range of projects aimed at improving service delivery. The Child Development Service is committed to providing a best practice framework in early intervention services for children at risk of a developmental delay and supports staff in professional development to achieve this.

At this level, staff will perform as part of an organisational unit, general professional work or professional work of a specialised nature and accept technical responsibility and accountability for these tasks. In addition to normal professional work, staff may also be expected to perform difficult or novel, complex or critical professional work under professional supervision, or normal professional work where they are isolated from immediate professional supervision.

Health Professionals at this level are expected to exercise independent professional judgement required in solving problems and managing cases where principles, procedures, techniques and methods require expansion, adaptation or modification. Work at this level may include professional supervision of HP Level1/2 staff, allied health assistants and undergraduates. Professionals at this level may also be required to coach/direct HP Level 1 and HP Level 2 staff and or allied health assistants with respect to the professional work performed by the organisational unit.

Eligibility/Other Requirements:

Essential:

Relevant tertiary qualifications in speech pathology.

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

Eligibility for membership of Speech Pathology Australia.

Current driver's licence.

Additional Information

Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) ACT 2011* will be required. For further information on Working with Vulnerable people registrations refer to: [www.legislation.act.gov.au/a/2011-44/default.asp](http://www.legislation.act.gov.au/a/2011-44/default.asp) and

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people](http://www.ors.act.gov.au/community/working_with_vulnerable_people)

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

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

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

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

Contact Officer: Sophia Hehir (02) 6205 5199 [Sophia.Hehir@act.gov.au](mailto:Sophia.Hehir@act.gov.au)

## **Children, Youth and Families**

### **Children and Families**

#### **Child Development Service**

##### **Speech Pathologist**

##### **Health Professional Level 1/2 \$62,823 - \$91,962, Canberra (PN: 36169)**

Gazetted: 17 September 2020

Closing Date: 2 October 2020

Details: The individual in this position will provide services within a community based, multidisciplinary team within the Child Development Service.

The successful staff member will provide assessments/screen children to identify those at risk of developmental delay and provide interventions that will address the child's developmental delay; and support their movement through the service system.

The Child development Service is committed to providing the best service possible and supports staff in professional development to achieve this.

Explanation of position classification:

Health Professional Level 1 and 2 – Speech Pathology

(Taken from "Interim Work Level Standards for Health Professionals")

Health Professional Level 1

Definition

This is the professional commencement level. The level is the initial professional, industry based formation phase of a new graduate Health Professional; this is in recognition of the fact that they have limited practical experience in the application of their professional knowledge.

Description

The expectation is that staff at this level will only work to established principles, techniques and methods.

Work of all new graduates is subject to professional supervision of a more senior Health Professional for the equivalent of a full time year. They do not provide supervision or training of other professional staff or students.

This level is to be used for all new and recent graduates including pre-registration year, professional development year, and internship year.

Health Professional Level 2

Definition

A Health Professional at this level will have successfully completed a minimum of 12 months paid professionally relevant workplace experience and all relevant professional requirements for progression from Level 1. For professions bound by mandatory registration, all registration requirements must be fulfilled and registration awarded to the Health Professional.

Description

Initially, work is subject to professional supervision. As experience is gained, the contribution and level of professional judgement increases and professional supervision decreases, until a wide range of routine professional tasks are capable of being performed with little technical direction.



May be required to provide general supervision of and/train Health Professional 1, technical and other non-professional staff.

Will be required to exercise independent judgment on routine matters. They will require professional supervision from more senior members from the profession when performing novel, complex or critical tasks.

Eligibility/Other requirements:

Essential:

Relevant tertiary qualifications in Speech Pathology

Eligible for Membership of Speech Pathology Australia

Current driver's licence

Additional Information:

Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) ACT 2011 will be required. For further information on Working with Vulnerable people registrations refer to: [www.legislation.act.gov.au/a/2011-44/default.asp](http://www.legislation.act.gov.au/a/2011-44/default.asp) and [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people](http://www.ors.act.gov.au/community/working_with_vulnerable_people)

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

Note: This is a temporary position available for three months with the possibility of extension. This position will be filled at either the Health Professional Level 1 or Health Professional Level 2 level, dependant on the skills and experience of the successful applicant. An order of merit will be established from this selection process and may be used to fill identical vacancies over the next 12 months.

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

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

Contact Officer: Sophia Hehir (02) 6205 5199 [Sophia.Hehir@act.gov.au](mailto:Sophia.Hehir@act.gov.au)

## **Children, Youth and Families**

### **Executive Branch Manager, Strategy and Governance**

**Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E780)**

Gazetted: 18 September 2020

Closing Date: 25 September 2020

Details: The Community Services Directorate are seeking expressions of interest for a short-term opportunity filling the position of Executive Branch Manager, Strategy and Governance for a period of 12 months commencing immediately.

The Executive Branch Manager will oversee a number of responsibilities in regard to the Step Up for Our Kids programs through a range of commitments including building stakeholder capability, finalising procurement processes, and evaluation and outcomes frameworks. To be successful in this position, you will need to have proven ability to lead visionary change management in a human services organisation including setting an agenda and inspiring others.

This position reports directly to the Executive Group Manager, Children, Youth and Families.

Note: This is a temporary vacancy for a period up to 12 months which may be extended for a further 12 months.

The successful applicant will be engaged on a short-term contract. The total duration of the contract will not exceed two years.

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

How to Apply: Interested applicants should submit a two-page pitch and curriculum vitae including contact details of at least two referees.

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

Contact Officer: Helen Pappas, Executive Group Manager, Children, Youth and Families (02) 6205 6922

[helen.pappas@act.gov.au](mailto:helen.pappas@act.gov.au)

## **Education**

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

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

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

#### **Executive Branch Manager, Strategic Policy**

**Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E826)**

Gazetted: 21 September 2020

Closing Date: 5 October 2020

Details: The Executive Branch Manager, Strategic Policy works to the Deputy Director-General System Policy and Reform as a member of the Directorate's executive team to provide policy development and strategy formulation in context of the ACT Government's Future of Education Strategy and Early Childhood Strategy. Coordination of monitoring and reporting on implementation of the Directorate's Strategic Plan, Future of Education and Early Childhood Strategy are also core functions of the Branch. The Executive Branch Manager provides advice to Director-General, Deputy Directors-General, other members of the organisation's executive team and the Minister and Cabinet.

This Executive supports the DG and DDGSPR to lead policy and legislative reform, research and development, and business innovation across the Directorate and is accountable for the design and delivery of key elements of the Directorate's policy and transformation program. The Executive Branch Manager leads a range of improvement programs, business transformation initiatives, including coordination of the Directorate's response to relevant Royal Commissions, and ensures alignment with National Priority Initiatives under the National Schools Reform Agreement and associated bilateral agreement.

The Executive Branch Manager requires a diverse skill set – encompassing change management, program management, strategist, risk management, contract management and strategic stakeholder consultation. Of key importance to the role is experience in leading policy development processes, capability to manage a complex program of work, the ability to engage authentically with internal and external stakeholders, identify innovative solutions and translate these solutions to a well developed program for implementation. Experience in leading the resolution of complex issues, policy development and program management are essential skills for this role.

The role will require engagement with internal stakeholders (including Principals and other members of school leadership teams, executive colleagues, the ACT Principals' Association and Directorate staff) and external stakeholders (including the Australian Education Union, P&C Council, School Boards, Catholic Education Office and the Association of Independent Schools ACT) and communication with state and federal education policy experts, and members of the broader community.

The Executive Branch Manager, Strategic Policy reports to the Deputy Director-General System Policy and Reform. Supports the DG and Senior Executive Team to lead a range of education reforms;

Collaboratively develops and monitors the implementation and reporting of transformational policy and programs to ensure ongoing business improvement and sustainability;

Designs and implements organisational change management and program management systems including communication strategies;

Manages the effective and efficient delivery of Directorate assets, resources and people, to assist the achievement of Government objectives, policies and priorities;

Provides leadership to ensure the continuous improvement of education outcomes in the ACT; and

Actively participates in the management of the Directorate as a member of the Senior Executive Team.

The key deliverables are:

Policy development and Program Management for delivery of key government priorities, particularly relating to the Future of Education Strategy, Early Childhood Strategy and the National Schools Reform Agreement; and Leadership of the Review of the Education Act, monitoring implementation of the Future of Education and Early Childhood Strategies and the Directorate's Strategic Plan and coordination of Education's response to relevant Royal Commission recommendations.

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



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

How to Apply: Your application should include a current curriculum vitae, two referees and a statement of claims addressing the executive capabilities and outlining relevant skills and experience.

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

Contact Officer: Deb Efthymiades (02) 6205 9171 [deb.efthymiades@act.gov.au](mailto:deb.efthymiades@act.gov.au)

## **School Performance and Improvement**

### **South and Weston Network**

#### **Chapman Primary School**

##### **Building Service Officer**

##### **Building Service Officer 3 \$69,594 - \$73,540, Canberra (PN: 45492)**

Gazetted: 23 September 2020

Closing Date: 30 September 2020

Details: Chapman Primary School is seeking a highly enthusiastic and energetic person with a broad set of skills for the position of Building Services Officer. The successful applicant will maintain school buildings and grounds in a clean and tidy condition with a regard to safety and security hazards; complete emergency and other repairs to trade/industry standard and ensure this standard when organising and overseeing emergency repairs; undertake relevant administrative tasks as required; ensure compliance with risk management and safety documentation requirements. The successful applicant should demonstrate a willingness to work with the school community to achieve sustainability initiatives.

Eligibility/Other Requirements:

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

Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required prior commencement. For further information refer to: [Access Canberra](#)

A pre-employment medical clearance is required prior to commencement.

Mandatory Training in other WHS procedures may be required during employment: for example, Working at Heights, Sharps.

Desirable:

An industry recognised trade qualification or equivalent work experience.

Completed or working towards a Certificate IV in Project Management Practice.

A current First Aid certificate.

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

How to Apply: Please provide a copy of your current curriculum vitae and address the Selection Criteria accordingly keeping your reply with two A4 pages. Please also provide the name and contact details of two referees when submitting your application.

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

Contact Officer: Lyn Maley (02) 6142 4202 [lyn.maley@ed.act.edu.au](mailto:lyn.maley@ed.act.edu.au)

## **Service Design and Delivery**

### **Universal School Support**

#### **Careers, Transitions and VET**

##### **Senior Project and Quality Assurance Officer**

##### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 35970)**

Gazetted: 23 September 2020

Closing Date: 9 October 2020

Details: Do you enjoy developing and implementing quality assurance processes, get a kick out of analysing data to inform policy decisions, have great project management experience and an interest in supporting schools to raise the profile of vocational pathways? If so, this role may be the opportunity you've been looking for! The successful

candidate will manage projects in a complex environment and be experienced in writing reports and briefs to ensure senior management and executive are kept well informed on progress and outcomes. Proven experience in quality assurance and the ability to apply high level skills in Microsoft Excel is also required.

Eligibility/Other Requirements:

Mandatory:

Possession of a current driver's licence and access to a private vehicle.

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

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

How to Apply: Please submit a statement of claims (maximum of six pages) addressing the Selection Criteria. Also provide your current curriculum vitae and two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

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

Contact Officer: Melissa Pinney (02) 6205 5268 [Melissa.Pinney@act.gov.au](mailto:Melissa.Pinney@act.gov.au)

## **Deputy Director-General**

### **Executive Officer**

**Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 37546)**

Gazetted: 18 September 2020

Closing Date: 25 September 2020

Details: The Education Directorate is looking for an experienced Executive Officer to work within the Deputy Director-General (DDG) Office. The position provides high level advice to the DDG on strategic, administrative and operational matters. As required you will be prepare presentations and manage the preparation and quality assurance of speeches, reports and correspondence. The role is challenging yet rewarding and will assist in the management of the Executive Support team and provide professional guidance including developing staff.

Note: This is a temporary position available immediately until 31 December 2020 with possibility of extension up to 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants are required to submit two items: (1) No more than two page written response addressing the Selection Criteria; and (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager).

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

Contact Officer: Stacey Berger (02) 6207 8278 [stacey.berger@act.gov.au](mailto:stacey.berger@act.gov.au)

## **Service Design and Delivery**

### **Digital Strategy, Services and Transformation**

#### **Senior Director – Enterprise Technology Solutions**

**Senior Officer Grade A \$148,991, Canberra (PN: 25100)**

Gazetted: 18 September 2020

Closing Date: 2 October 2020

Details: This is a critical leadership position to lead and direct a team to improve and assist in selecting tools or products that improve business efficiency. Crucial is the understanding of the WhoG technology and data direction to ensure integration and ongoing improvement with existing solutions and standards. You will be expected to work with all levels of the organization across diverse areas and multiple stakeholders to select and implement solutions, building strategic and tactical relationships inside and outside the organization to support ACT Educations growth.

Ideally you have ten years or more experience in technology solutions and enterprise architecture and you are passionate about implementing innovative solutions. You should be experienced in shaping an institution or organisation's digital strategy. You are familiar with, or have the ability to acquire, an understanding of the ACT Education Directorate's Strategic Plan and initiatives under the Future of Education Strategy. You also have an

understanding of emerging technologies to support pedagogy and accelerate digital transformation in the education sector.

Eligibility/Other requirements:

Possession of a current driver's licence and access to a private vehicle

Degree qualification in related field or equivalent experience are 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:

In two pages or less tell us:

why you want the role;

what you would bring to the role and what you would get out of it; and

describe an achievement that you are most proud of.

A current curriculum vitae,

Two referees with a thorough knowledge of your work performance and outlook.

Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

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

Contact Officer: Kelly Bartlett (02) 6207 5663 Kelly.Bartlett@act.gov.au

## **Business Services**

### **People and Performance**

#### **Workplace Relations**

##### **Senior Advisor**

#### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 00087)**

Gazetted: 18 September 2020

Closing Date: 2 October 2020

Details: We are looking for a highly skilled, pro-active and innovative Human Resources officer to join our Workplace Relations team. This position offers an exciting opportunity for an energetic person with detailed knowledge of ACTPS Employment/Industrial Frameworks and ability to provide advice on employment and industrial relations matters. We are looking for a team player who is client focused, thorough and achieves good work outcomes. Importantly, we are looking for someone who is flexible, proactive and able to establish good relationships across the agency.

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

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

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience against the Professional and Technical Skills, and Knowledge and Behavioural Capabilities located in the Position Description, contact details of at least two referees and a current curriculum vitae.

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

Contact Officer: Sarah Tarrant (02) 6205 4419 Sarah.Tarrant@act.gov.au

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

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

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

## **Climate Change and Sustainability**

### **Program Delivery**

**Government, Schools and Community**

**Zero Emissions Vehicles Officer**

**Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 46372)**

Gazetted: 22 September 2020

Closing Date: 29 September 2020

Details: An exciting opportunity exists in the Zero Emissions Government team for a self-motivated and organised individual to help reduce emissions in the transport sector, primarily through the procurement of zero emissions vehicles in the government fleet and developing measures that will support their uptake by the community.

The successful candidate will have the enthusiasm and skills to work with many stakeholders across ACT Government agencies, undertake site-specific investigations of government facilities and assets and assist with development and implementation of zero emissions vehicle promotion and uptake in government and in the broader community.

The Zero Emissions Vehicles officer will play an important role in achieving the ACT Government's commitment to zero emissions in its own operations.

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: Suitability for this position will be based on your Skills, Knowledge and Behaviour in relation to the Duties/Responsibilities listed in the Position Description. Please submit a written application, of no more than two pages, addressing the Selection Criteria.

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

Contact Officer: Helen Roden (02) 6207 4789 [helen.rodan@act.gov.au](mailto:helen.rodan@act.gov.au)

**Chief Operating Officer**

**Finance, Information and Assets**

**Strategic Finance**

**Accounts Payable**

**Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 34233)**

Gazetted: 21 September 2020

Closing Date: 28 September 2020

Details: Strategic Finance supports the Directorate through the provision of a financial framework supported by financial reporting, accounting operations, budget and estimates functions.

Key responsibilities:

- producing the annual financial statements
- producing and analysing internal management reports
- producing external financial reports
- providing cash management
- managing external and internal budget processes.

The Role

Responsible for maintaining the Directorate's accounts payable function and processing documents to the ACT Government's Shared Service Centre, ensuring they are complete and to the standard required under the Service Level Agreement.

Undertake financial and administrative tasks as directed.

Maintain records in accordance with the *Territory Records Act 2002*.

The Position

Numeracy, analytical and research skills and an aptitude for maintaining and reporting using computerised and/or manual information systems.

Understanding of Accounts Payable.

Ability to organise and work according to priorities, work under pressure and to meet deadlines.

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

Demonstrated ability to consistently display commitment to the implementation of the principles of workplace diversity, participative work practices, workplace health and safety, and compliance with the requirements of the Territory Records Act.

Eligibility/Other Requirements:

Moderate to advanced skills in Microsoft Excel and Word programs

Experience with Oracle financial management system and the ACT Government's Accounts Payable Automation System would be advantageous.

Note: This is a temporary position available from October 2020 up until 27 January 2021 with the possibility of extension and/or permanency. This position will be located in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability against the Selection Criteria, contact details of at least two referees and a current curriculum vitae.

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

Contact Officer: Elanor Hughes (02) 6207 7302 [elanor.hughes@act.gov.au](mailto:elanor.hughes@act.gov.au)

### **Chief Operating Officer**

#### **Governance, Compliance and Legal**

#### **Governance, Assurance and Performance Policy Officer**

#### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 49177, several)**

Gazetted: 17 September 2020

Closing Date: 1 October 2020

Details: The Governance, Assurance and Performance team at the Environment, Planning and Sustainable Development Directorate is responsible for the design and delivery of systems, solutions and practices that support the Directorate's operations and strategic performance. The team is multi-disciplinary and operates in a fast-paced environment on projects in the organisational governance and business continuity; strategic performance and enterprise reporting; and assurance, risk and audit space. We are currently seeking up-and-coming strategic, logical and analytical thinkers who enjoy challenging work, have a can-do attitude and a keen eye for detail. If you have experience in the governance, assurance and performance reporting areas, or think your current skill set will allow you to adapt well, then we want to hear from you! The Environment, Planning and Sustainable Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This position is based in new workplace designed for activity-based working (ABW). Under ABW arrangements, officers do 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. If you do not wish to be placed in the merit pool please indicate this with the contact officer.

How to Apply: Please provide a written response to the Selection Criteria and a current curriculum vitae.

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

Contact Officer: Ian Phillips (02) 6205 1225 [ian.phillips@act.gov.au](mailto:ian.phillips@act.gov.au)

### **Planning Delivery**

#### **Impact Assessment**

#### **Assistant Director**

#### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 43286)**

Gazetted: 17 September 2020

Closing Date: 1 October 2020

Details: Are you interested in planning and the environment? Do you like a fast-paced work environment and critically analysing information to make decisions? Do you have strong written communication and organisation skills? Then Assistant Director of Impact Assessment is the job for you! The Planning Delivery Division in the Environment, Planning and Sustainable Development Directorate is seeking a senior officer who has experience managing a wide range of statutory environmental and/or development assessment processes. In this role, the Assistant Director will be responsible for managing the assessment of Environmental Impact Statements (EIS), EIS Exemptions, Environmental Significance Opinions and development applications in accordance with the *Planning and Development Act 2007*. The role may also involve some policy and regulatory reform work relating to environmental assessment and development assessment more broadly.

Eligibility/Other Requirements: Experience or qualifications in natural resource management, environmental sciences, local and regional planning, environmental law or government administration would be an advantage.

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. This position has moved to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a written response of no more than 350 words per Selection Criteria along with contact details of two referees and a current curriculum vitae.

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

Contact Officer: Tegan Liston (02) 6205 7325 [tegan.liston@act.gov.au](mailto:tegan.liston@act.gov.au)

### **Justice and Community Safety**

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

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

#### **Corporate**

##### **People and Workplace Strategy**

##### **Safety, Health and Wellbeing Team**

##### **Senior Work Health and Safety Advisor**

**Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 07537)**

Gazetted: 23 September 2020

Closing Date: 30 September 2020

Details: The People and Workplace Strategy team of the Justice and Community Safety Directorate are seeking Expressions of Interest from individuals who are highly organised, self-motivated, and responsive to business needs and requirements and show initiative, sound judgement, develop productive working relationships with a range of internal and external stakeholders to undertake the role of senior health and safety advisor.

The role is pivotal in supporting the Directorate's commitment to a healthy and safe workplace. Including identifying, developing, implementing, and improving health and safety systems and practices to meet the Directorate's legislative, compliance and organisational objectives and minimising risk in the workplace and provides specialist advice in fostering and maintaining a safety and wellbeing culture by assisting and supporting the Directorate's WHS Management System and wellbeing initiatives and activities.

Eligibility/Other Requirements: Tertiary qualifications in Work, Health and Safety (minimum Certificate IV) with three plus years in operational experience is highly desirable.

Note: This is a temporary position available immediately until 31 January 2021 with a possibility of extension up to six months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should submit a two page pitch demonstrating their ability and experience to perform the role, including addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities, which can be found in the attached Position Description.

*Applications should be sent to the Contact Officer.*

Contact Officer: Tim Geoghegan (02) 6207 3985 [Tim.Geoghegan@act.gov.au](mailto:Tim.Geoghegan@act.gov.au)

#### **ACT Government Solicitor**

##### **Government Solicitor 2 - Senior Solicitor**

**Government Solicitor 2 \$120,214 - \$144,246, Canberra (PN: 18139, several)**

Gazetted: 22 September 2020

Closing Date: 6 October 2020

Details: The ACT Government Solicitor (ACTGS) looking to recruit experience legal practitioners with sound technical, communication and relationship skills, at the Government Solicitor 2 level to work in our Property Land and Construction practice.

Working as part of a team and under appropriate supervision, lawyers in our property, land and construction team contribute to the Territory's dynamic property program through the delivery of Government infrastructure projects including construction and capital works projects, utilities and transport. As a Senior Solicitor you will work closely with key land agency clients providing legal services and advice in the areas of procurement and contracting relevant to projects.

Experience in providing legal services in one or more of the following areas in the Territory or a comparable jurisdiction is desirable:

drafting and advising on routine and some more complex legal commercial transactions including procurements, service agreements, land transactions and construction/infrastructure agreements;

assistance in contract negotiations with third parties;

advice on routine and some more complex legal questions throughout the life of various projects including contract interpretation, variations and disputes (in conjunction with specialist litigators as needed); and experience in land sales, occupancy agreements, procurements, service agreements, infrastructure and/or construction projects is desirable but not necessary.

Further information can be found at the ACTGS website at [www.actgs.act.gov.au](http://www.actgs.act.gov.au)

Eligibility/Other requirements: Applicants must be admitted with at least two plus years post-admission experience as a solicitor. Successful applicants must be available to commence in their new role within six weeks of acceptance of offer.

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

How to Apply: Applicants should provide a two page pitch demonstrating their ability and experience to perform the role including addressing the professional/technical skills and knowledge and the behavioural capabilities found in the Position Description.

Applications should also provide a current curriculum vitae including the details of two referees.

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

Contact Officer: Lisa Manzoney (02) 6207 0628 [Lisa.Manzoney@act.gov.au](mailto:Lisa.Manzoney@act.gov.au)

## **ACT Courts and Tribunals**

### **Magistrates Court**

#### **Civil Section, Protection Unit**

#### **Team Leader, Protection Unit**

#### **Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 02118)**

Gazetted: 21 September 2020

Closing Date: 28 September 2020

Details: The ACT Courts and Tribunal is seeking a highly motivated client-focused Team Leader with well developed communication skills, attention to detail, an ability to work well within a changing environment and the capacity to work with people from diverse backgrounds.

The successful applicant will assist the Senior Team Leader in performing administrative functions, providing procedural advice to clients and relevant agencies, checking and processing documentation in accordance with relevant legislation, maintaining the internal registry computer system and undertaking research, working collaboratively with other team members and exercising an appointment of a Deputy Registrar, as required.

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

Eligibility/Other requirements: The courts deal with sensitive issues and consequently, this will often expose staff, including Team Leaders, to files that involve family violence, children in care and protection, sex offenders, criminals and victims of crime.

Standard working hours are from 8.30am to 12.30pm and from 1.30pm to 4.51pm Monday to Friday. These 'standard hours' reflect the necessary hours of court operations generally including when court sits and when the public registry counter is open (8.30pm-4.30pm). These hours also reflect the 'span of hours' in which all back-

office registry services must be staffed and managed appropriately to ensure the proper and timely discharge of our registry functions.

Unlike some workplaces, the opportunity for flexibility in ordinary working hours is more limited given the critical nature of courts' business. Due to the urgent nature of some of the cases before the courts, team leaders are required to work outside the standard hours, from time to time, in order to finalise the day's work.

Note: This temporary position is available from 2 October 2020 for a period of up to 12 months. An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be based on application and referee reports only. The successful candidate may be required to undergo a National Police check.

How to Apply: Applicants are required to submit three items: 1) statement of claims against the Position Description's capabilities criteria (limited to one page); 2) a current curriculum vitae; 3) the names and contact details of two referees (one should be a current supervisor/manager). Please ensure you submit all four items.

When addressing the Position Description, you should highlight any specific examples of experience or achievements that demonstrate your ability to perform the role.

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

Contact Officer: Lynette Ashlin (02) 6207 1320 [Lynette.Ashlin@courts.act.gov.au](mailto:Lynette.Ashlin@courts.act.gov.au)

## **ACT Courts and Tribunal**

### **Corporate and Strategic Services**

#### **Property and Contracts**

##### **Assistant Director - Property and Contracts**

##### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 48435)**

Gazetted: 18 September 2020

Closing Date: 2 October 2020

**Details:** The Assistant Director Property and Contracts supports the delivery of property services, contract management and service delivery for the ACT Courts and Tribunal. The position supports the management of the Public Private Partnership contract for the facilities and services in the courts building; but is also responsible for supporting facilities management of the Forensic Medicine Centre and ACAT tenancy. To be successful, you will demonstrate relevant significant operational experience working with integrated systems in a critical services environment and the ability to manage contracted services in a Public Private Partnership arrangement.

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:**

Hold and maintain an unrestricted driver's licence.

Certificate IV in Procurement and Contracting or the ability to obtain within 6 months is highly desirable.

Experience with ACTGov IT Systems or courtroom technology will be an advantage.

Current and former ADF members are encouraged to apply.

Note: This is a temporary position available until 30 June 2021 with the possibility of permanency. Selection may be based on application and referee reports only.

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

(1) A one to two-page written response addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities having regard for the job requirements.

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

(3) a copy of your driver's licence.

Please ensure you submit all three items.

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

Contact Officer: Rodney Deaman (02) 6205 1184 [rodney.deaman@act.gov.au](mailto:rodney.deaman@act.gov.au)

## **ACT Corrective Services**

### **Community Corrections and Release Planning**

#### **Sentence Management**

##### **Classification Coordinator**



**Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 44696)**

Gazetted: 18 September 2020

Closing Date: 2 October 2020

Details: ACT Corrective Services (ACTCS) is looking for an enthusiastic, motivated and conscientious person to fill the position of Classification Coordinator within Sentence Management.

The Classification Coordinator administers the security classification process for detainees at the Alexander Maconochie Centre. The position ensures all detainees undergo a classification categorisation in accordance with the *Corrections Management Act 2007 (ACT)* to assess the risks:

posed by the detainee if the detainee were to escape;

of the detainee escaping;

posed by the detainee while at a correctional centre; and

to the detainee being accommodated with particular detainees or in particular areas of a correctional centre.

The successful applicant will maintain a robust and independent system of detainee classification that reflects the principles of transparency, consistency and fairness, and is consistent with legislative requirements. In addition, you will design and coordinate offender information materials and notifications relating to classification processes, while managing detainee classification databases and reports.

Further to this, you will support the ongoing review and evaluation of work practices, including monitoring of quality assurance processes and reporting on key performance indicators, and contributing to the development of correctional policies and procedures. To be successful, you will be able to provide high quality written and verbal information and advice to Senior Management and the Executive.

Eligibility/Other Requirements:

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

Driver's licence is essential.

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

Note: This is a temporary position available for immediately up until August 2021. The occupant of this role will be required to work at various locations including the Courts, 2 Constitution Avenue and the Alexander Maconochie Centre.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Jenny West (02) 6205 3478 [jenny.west@act.gov.au](mailto:jenny.west@act.gov.au)

**ACT Emergency Services Agency**

**ACT Ambulance Service**

**PACER**

**Police Paramedic Clinician Early Response (PACER) Paramedics**

**Ambulance Paramedic 2 \$91,751 - \$103,053 plus penalties, Canberra (PN: 48211, several)**

Gazetted: 21 September 2020

Closing Date: 5 October 2020

Details: The ACT Ambulance Service (ACTAS) invites suitably qualified ACTAS staff to apply for an exciting opportunity to work in a multi-jurisdictional team providing care to people suffering acute mental health episodes in the community.

Police, Ambulance, Clinician Early Response (PACER) is an initiative which focuses on paramedic, police and mental health professionals working together to achieve better outcomes for mental health consumers. The paramedic will be required to perform a physical assessment of the patient to inform decision making concerning the assessment, treatment and care of people suffering acute mental health episodes.

The successful applicants will be involved in a proof of concept to assess the effectiveness of the PACER model of care. Successful applicants will be located at Belconnen Ambulance and Police stations and will be expected to work evening shifts. It will be expected that successful applicants need to be flexible around working hours and will be required to change blocks at short notice for the duration of the proof of concept program.

Successful applicants will need to be committed to working as a PACER paramedic for the length of the proof of concept and to participate in specific training to undertake the role. Following completion of training, successful applicants will be eligible to participate in a rolling roster of PACER shifts which are remunerated at the relevant Level 2 rates while working as part of the PACER team.

To be successful in this role, applicants will need to have strong interpersonal skills, be willing to work in a multi-disciplinary team, be able to work autonomously as a paramedic, be passionate about patient care, and have an interest and understanding of mental health care, particularly in acute presentations.

Eligibility/Other Requirements:

For Ambulance Paramedics (AP):

Registered as a paramedic with the Australian Health Practitioner Regulation Agency (AHPRA).

Current ACT Ambulance Service paramedic is essential.

Current 'C' class driver's licence as a minimum.

Be prepared to undertake and successfully obtain a Commonwealth NV-1 security clearance to be able to work with ACT Policing (AFP)

Three years' experience post authority to practice as an Ambulance Paramedic is preferred.

For Intensive Care Paramedics (ICP):

Registered as a paramedic with the Australian Health Practitioner Regulation Agency (AHPRA).

Current ACT Ambulance Service paramedic is essential.

Current 'C' class driver's licence as a minimum.

Be prepared to undertake and successfully obtain a Commonwealth NV-1 security clearance to be able to work with ACT Policing (AFP).

Note: These are temporary positions available immediately subject to successful completion of PACER Training for 12 months with the possibility of permanency. These positions will be filled at Ambulance Paramedic Level 2 OR Intensive Care Paramedic Level 2 depending on clinical scope. These positions depend on a rolling roster as required and the full-time salary noted above will be paid pro-rata for PACER shifts worked. 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. These positions are available to internal ACTAS paramedics only as an ACTAS Authority to Practice as a Paramedic is required.

How to Apply: To apply for the position, please provide a one-page pitch, by reflecting on your experience and personal strengths, answer the two target questions below:

PACER involves the team working as a cohesive unit to achieve optimal patient outcomes, often in complex circumstances. Describe a situation where you have needed to problem solve, adapt and work as a team to achieve the best outcome for a patient. Ensure you capture what happened, what you did, and what was the outcome. Leadership affects everyone. As a senior leader of a community service frontline workforce, what are the leadership qualities and skills you will demonstrate? Please provide an example of these in practice.

Please provide a curriculum vitae and the names of two suitable people as referees. There is an expectation that a multi-agency interview will be conducted as part of the selection process. See the attached Position Description for further information about the role.

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

Contact Officer: Kate Browning (02) 6207 3318 [Kate.Browning@act.gov.au](mailto:Kate.Browning@act.gov.au)

## **ACT Courts and Tribunals**

### **ACAT**

#### **Energy and Water**

#### **Complaints Officer**

#### **Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 34715)**

Gazetted: 17 September 2020

Closing Date: 30 September 2020

Details: The ACT Civil and Administrative Tribunal (ACAT) is seeking a dedicated and enthusiastic person to perform the role of Complaints Officer in Energy and Water section of ACAT. The successful applicant will possess excellent communication skills, well-developed administration skills, an ability to extract and analyse information to resolve problems, excellent attention to detail, and the ability to work effectively individually and in a team.

The Complaints Officer uses established processes to assist members of the public and utility's to effectively resolve complaints. The officer will receive and manage complaints applications, undertake general administration and provide excellent customer service to ACAT users.

Note: This is a temporary position available from 26 October 2020 until 2 July 2021 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: Applicants should provide a curriculum vitae and a personal pitch (the pitch is to be a maximum of two pages) which explains why you are the best person for the job and how you meet the Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in the selection documentation. Specific examples should be provided where appropriate. Applicants should also respond to the following question in their pitch: What actions have you undertaken to ensure holistic and effective resolution of complaints/problems? *Applications should be submitted via the Apply Now button below.*  
Contact Officer: Brenton Hutchison (02) 6207 1438 [acatadmin@act.gov.au](mailto:acatadmin@act.gov.au)

## **ACT Courts and Tribunals**

### **ACAT**

#### **Team Leader**

#### **Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 42394)**

Gazetted: 17 September 2020

Closing Date: 30 September 2020

Details: The ACT Civil and Administrative Tribunal (ACAT) is seeking a dedicated and enthusiastic person to perform the role of Team Leader. The successful applicant will be people focused, with well-developed administration skills, excellent attention to detail, and the ability to work effectively individually and in a team. The Team Leader works in a demanding role, leading a registry team to deliver service to internal and external ACAT users. The officer will oversee a diverse range of ACAT registry work, including the management of tribunal applications, general administration and the provision excellent customer service to ACAT users.

Note: This is a temporary position available from 4 January 2021 until 30 July 2021 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants should provide a curriculum vitae and a personal pitch (the pitch is to be a maximum of three pages) which explains why you are the best person for the job and how you meet the Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in the selection documentation. Specific examples should be provided where appropriate. Applicants should also respond to the following questions in their pitch: What do you do to develop your team members so they excel in the workplace?

How do you ensure that issues are systemically resolved rather than temporarily fixed?

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

Contact Officer: Brenton Hutchison (02) 6207 1438 [acatadmin@act.gov.au](mailto:acatadmin@act.gov.au)

## **ACT Courts and Tribunals**

### **ACAT**

#### **Senior Team Leader**

#### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 45302)**

Gazetted: 17 September 2020

Closing Date: 30 September 2020

Details: The ACT Civil and Administrative Tribunal (ACAT) is seeking a dedicated and enthusiastic person to perform the role of Senior Team Leader. The successful applicant will be people focused, with well-developed administration skills, excellent attention to detail, and the ability to work effectively individually and in a team. The Senior Team Leader works in a demanding role, leading a registry team to deliver service to internal and external ACAT users. The officer will oversee a diverse range of ACAT registry work, including the management of tribunal applications, general administration and the provision excellent customer service to ACAT users.

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 should provide a curriculum vitae and a personal pitch (the pitch is to be a maximum of three pages) which explains why you are the best person for the job and how you meet the Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in the selection documentation. Specific examples should be provided where appropriate. Applicants should also respond to the following questions in their pitch:

What do you do to develop your team members so they excel in the workplace?  
How do you ensure that issues are systemically resolved rather than temporarily fixed?  
*Applications should be submitted via the Apply Now button below.*  
Contact Officer: Brenton Hutchison (02) 6207 1438 [acatadmin@act.gov.au](mailto:acatadmin@act.gov.au)

### **Office of the Legislative Assembly**

#### **Parliamentary Support**

#### **Chamber Support**

#### **Minutes and Legislation Officer**

#### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 212)**

Gazetted: 18 September 2020

Closing Date: 25 September 2020

Details: The Minutes and Legislation Officer is a key position in the Chamber Support business unit of the Office of the Legislative Assembly, providing a range of administrative and procedural support necessary to ensure the efficient and effective operations of the Legislative Assembly.

The Minutes and Legislation Officer works under the general guidance and direction of the Clerk Assistant and supports the Clerk and Deputy Clerk and Serjeant-at-Arms at key times of the year, especially sitting periods. In this role you will be responsible for the preparation, indexing and resulting correspondence of the Minutes of the Proceedings of the Legislative Assembly, have a key role in supporting the scrutiny of bills and subordinate legislation committee, and maintain the Office's statistical and procedural database.

The position also involves assisting the Clerk and Deputy Clerk and Serjeant-at-Arms in undertaking Chamber duties and project work and research tasks and the role requires an understanding of parliamentary practice and procedure or the potential to develop this quickly; and knowledge of the role and functions of the Legislative Assembly.

Eligibility/Other Requirements:

The occupant of the position will be expected to work hours on sitting days dictated by the sittings of the Assembly.

Note: This is a temporary position available from 16 November 2020 until 28 May 2021, with the possibility of extension. Selection may be based on application and referee reports only

How to Apply: Applicants are asked to provide a copy of your curriculum vitae and a pitch (no more than two A4 pages) outlining why you are the best candidate for this role and addressing the Selection Criteria outlined in the attached Position Description.

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

Contact Officer: Janice Rafferty (02) 6205 0557 [janice.rafferty@parliament.act.gov.au](mailto:janice.rafferty@parliament.act.gov.au)

### **Suburban Land Agency**

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

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

#### **Program Solutions**

#### **Sales and Client Services**

#### **Director, Client Relations**

#### **Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 48854)**

Gazetted: 22 September 2020

Closing Date: 6 October 2020

Details: The Suburban Land Agency (SLA) is taking a new approach to selling single residential blocks of land and has created two new roles to do this. The roles are Director, Client Relations and Manager, Client Relations. Both these roles are integral to the continued success of the organisation by ensuring that the SLA's clients, and key stakeholders are highly satisfied with our services.

As Director, Client Relations, you will be responsible for the management and sales of single residential blocks initially at Whitlam and eventually across the SLA portfolio of land releases. In this role you will be responsible for leading and developing a team that contributes to the SLA meeting its objectives. The Director, Client Relations is responsible for, stakeholder management with Display Village builders, and ongoing relations with builders and customers more generally.

Your solid work experience in the area of customer service and satisfaction will ensure that the sales team consistently provides a high-level customer experience through excellent client care and follow up. You will be able to build relationships on trust and transparency with a style that is confident, responsible and naturally influential in the face of complex change.

You will have the ability to influence change with other stakeholders and build strong and lasting relationships to continually improve the customer experience. You possess excellent communication, project management, negotiation and influencing skills. Experience managing costs, budgets and rosters is essential.

You can problem solve and can find solutions that meet both customer and operational needs. Your analytical skills will enable you to identify critical customer insights and identify trends; and, you will be able to implement and execute action plans based on this information.

**Eligibility/Other Requirements:**

Must possess a driver's licence

Ability to work regularly work weekends and some evenings.

A strong and proven customer service and/or sales background is highly desirable

**How to Apply:** Applications are sought from potential candidates that should include a supporting statement addressing each of the criteria outlining experience and/or ability. The supporting statement should be limited to five pages. Contact details of at least two referees and a current curriculum vitae should also be included.

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

Contact Officer: Irena Simunec 0455 558 721 [Irena.simunec@hudson.com](mailto:Irena.simunec@hudson.com)

## **Program Solutions**

### **Sales and Client Services**

#### **Manager, Client Relations**

**Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 48853)**

Gazetted: 22 September 2020

Closing Date: 6 October 2020

**Details:** The Suburban Land Agency (SLA) is taking a new approach to selling single residential blocks of land and has created two new roles to do this. The roles are Director, Client Relations and Manager, Client Relations. Both these roles are integral to the continued success of the organisation by ensuring that the SLA's clients and key stakeholders are highly satisfied with our services.

As Manager, Client Relations you will be responsible for single residential sales and working with builders in the Display Village, as well as building and maintaining relationships with other stakeholders and customers more generally. You will also work with our appointed sales agents on multi-unit and other non-single residential releases. You will have a positive customer centric attitude with exceptional customer service skills, including active listening, and the ability to identify buyers' needs. You will also be able to build rapport and develop relationships quickly and easily.

You will have sound knowledge or ability to quickly obtain an in depth understanding of the ACT's real estate market conditions, legal requirements and related matters. You will have a high level of attention to detail along with the ability to research current market conditions, identify trends and future market development.

Your excellent interpersonal skills mean that you can establish beneficial internal and external networks and engage and foster a range of stakeholders.

**Eligibility/Other Requirements:**

Must possess a driver's licence

Ability to regularly work weekends and some evenings

A strong and proven customer service and/or sales background is highly desirable.

**How to Apply:** Applications are sought from potential candidates that should include a supporting statement addressing each of the criteria outlining experience and/or ability. The supporting statement should be limited to five pages. Contact details of at least two referees and a current curriculum vitae should also be included.

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

Contact Officer: Irena Simunec 0455 558 721 [Irena.simunec@hudson.com](mailto:Irena.simunec@hudson.com)

### **Transport Canberra and City Services**

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

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

#### **Transport Canberra and Business Services**

##### **Bus Operations**

##### **Operation**

##### **Bus Operator**

##### **Bus Operator - Training \$70,688, Canberra (PN: C10875, several)**

Gazetted: 23 September 2020

Closing Date: 27 October 2020

Details: DO YOU LOVE PROVIDING GREAT CUSTOMER SERVICE? ARE YOU AVAILABLE TO WEEKENDS AND PUBLIC HOLIDAYS? THEN WE WANT TO HEAR FROM YOU!

Transport Canberra is looking for new and experienced Bus Operators to join our team to deliver high-quality passenger services across Canberra.

Transport Canberra are increasing their weekend services and require more casual drivers. Work is available predominantly on Saturday afternoons and evenings, Sundays and Public Holidays.

We are seeking people with outstanding customer service skills, strong communication skills, fantastic personal presentation and a great driving record to help deliver around 19 million bus boarding's each year.

To be a successful bus operator you need to:

Have great map reading and time-keeping skills and be able to follow a regular schedule over specified routes of travel.

Be able to operate a public transit vehicle, ensuring safe and comfortable carriage of all customers.

Meet Transport Canberra's eligibility and suitability requirements

Demonstrate the TCCS values of safety, excellence, collaboration, respect, innovation and integrity

Transport Canberra offers great pay and benefits, as well as comprehensive training and licence upgrades. Further information is available in the [Transport Canberra Operations \(ACTION\) Enterprise Agreement 2018-2021](#).

If successful, you will be employed on a Casual basis while undergoing 3-5 weeks of training.

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:

Hold a "C" class driver's licence and to have held a licence issued by an Australian State or Territory for at least 5 years.

Be able to supply a 5-year history of your driving in Australia

Be able to obtain and maintain a Medium Rigid (MR) licence and Public Vehicle Driving Authority (PVDA).

Be able to obtain a Heavy Vehicle (HR) Licence between 6 to 12 months after commencing with Transport Canberra.

Be able to successfully complete all pre-employment checks including National Police check, medical assessment, literacy and numeracy assessment, functional (heavy vehicle) driving assessment and psychometric assessment

Be able to meet Transport Canberra's bus driver seat weight range requirements (50kg – 130kg) as rated by the (relevant) seating manufacturer.

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

Notes: There are several casual positions available. If you want to know more about the Transport Canberra recruitment process, eligibility and suitability requirements? Read the attached Bus Operator Recruitment, Eligibility and Suitability Fact Sheet.

How to apply:

Complete the online application form.

Write a one-page pitch on why you would be a great Transport Canberra bus operator, tell us about your map reading and time-keeping skills and your experience in following a schedule, as well as your customer service skills and your commitment to displaying the behaviours and values of an organisation for which you have worked.

Attach the following documents to the online form:

Your curriculum vitae and your one-page pitch

The completed 'Bus Operator Acknowledgement' form

A copy of your Australian driver's licence

A current five-year Australian Driver History Check (from the relevant Australian state or territory authorities where you have lived)

A copy of your current Working with Vulnerable People registration or a copy of the receipt for your Working with Vulnerable People application.

4. Please ensure all required supporting documents are submitted with your application.

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

Contact Officer: Transport Canberra Operations Recruitment Team [TCCS.TCRecruitment@act.gov.au](mailto:TCCS.TCRecruitment@act.gov.au)

## **Chief Operating Officer**

### **Finance**

#### **External Budgets and Reporting**

#### **Assistant Director, Budgets and Performance Reporting**

#### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 41423)**

Gazetted: 22 September 2020

Closing Date: 6 October 2020

Details: Transport Canberra and City Services is seeking applications for an Assistant Director position within the External Budgets and Reporting Team in the Finance Branch. The position is responsible for delivering the internal and external budgets for the Directorate, providing appropriation and cash management services to the Directorate and coordinating Directorate's performance reporting. The successful candidate will have experience in the preparation of budgets in public sector environment, highly developed communication, negotiation and liaison skills, an ability to work independently and as part of a small team. Demonstrated experience in the use of ACT Government Budget Management System and TM1 budgeting and reporting tools. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualifications in commerce and accounting along with professional membership of CPA/CA or comparable bodies are preferred.

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

How to Apply: Applications should address the Capabilities, Skills, Knowledge and Behaviours against the Selection Criteria and include a curriculum vitae and names and contact details of two referees are also required.

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

Contact Officer: Nada Kos (02) 6207 7237 [nada.kos@act.gov.au](mailto:nada.kos@act.gov.au)

## **Transport Canberra and Business Services**

### **Domestic Animal Services**

#### **Senior Ranger**

#### **Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 09803)**

Gazetted: 21 September 2020

Closing Date: 28 September 2020

Details: An exciting opportunity is available for a suitably skilled and experienced officer to work with Domestic Animal Services as a Senior Ranger. You will work with a dynamic and passionate team to ensure public and animal safety, champion compliance and promote responsible pet ownership across the ACT.

As a Senior Ranger you will be based at the Mugga Lane Animal Shelter in Symonston and will be responsible for investigating alleged breaches of the *Domestic Animals Act 2000* and *Animal Welfare Act 1992*, and the enforcement of regulatory actions.

This will involve responding to complaints in field including attacks, roaming dogs, dogs within prohibited areas and animal nuisance complaints.

As a Senior Ranger, this role requires a person who can inspire, energise and positively influence team and individual outcomes.

The role is responsible for supervising, managing and motivating a team of staff and providing appropriate support and guidance.

Effective employee engagement skills are a key factor of this role to ensure positive culture and adherence to work health and safety standards.

Eligibility/Other Requirements: This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence.

Certificate IV in Government (Investigation) and or willingness to obtain is highly desirable.

Current non restricted driver's licence.

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

Animal Husbandry/Handling experience is desirable specifically dog handling

Applicants must also be willing to:

Wear a uniform and comply with the use of personal protective equipment.

Undertake office-based duties and operational field-based duties.

Be physically able to walk 2km at a brisk pace without resting.

Have no manual handling restriction that would prevent safe physical exertion, i.e. push, pull, bend and lift (>10kg).

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

How to Apply: Please provide a two-page pitch addressing your suitability against the Selection Criteria and telling us why you are the best candidate for the role.

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

Contact Officer: Jol Taber (02) 6207 9946 [jol.taber@act.gov.au](mailto:jol.taber@act.gov.au)

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

## **City Services**

### **ACT NoWaste**

#### **Strategic Coordination and Planning**

#### **Assistant Director, Quality Assurance and Procurement**

#### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 33638)**

Gazetted: 22 September 2020

Closing Date: 8 October 2020

Details: The Strategic Coordination and Planning team of ACT NoWaste (TCCS) is seeking a highly qualified and experienced assistant director to deliver quality in procurement, contract management and quality assurance processes. This team provide strategic overview of the procurement and contract processes for ACT NoWaste. This role will provide advice, should draw on extensive procurement, contract management and quality assurance experience and demonstrate rigour and expertise in the management of performance-based contracts and best practice in this field.

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

Eligibility/Other Requirements:

Qualifications relevant to the duties of the position and/or substantial work experience in a relevant field would be highly desirable.

Understanding of (or willingness to learn) Quality Management Systems (QMS) would be an advantage.



Requirement to wear personal protective equipment (PPE) including high visibility clothing and to conform to environmental and other waste and recycling work safety requirements.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position has moved 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: In four pages or less, please tell us why you are suited to this role by addressing the position requirements outlined in the Position Description in the 'What You Require' section. Please supply your application addressing these criteria and a current curriculum vitae.

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

Contact Officer: Margaret Kitchin (02) 6207 7623 Margaret.Kitchin@act.gov.au

## **Infrastructure Delivery and Waste**

### **ACT NOWaste**

#### **Waste Policy**

#### **Assistant Director – Waste Policy**

**Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 46670)**

Gazetted: 21 September 2020

Closing Date: 5 October 2020

Details: The Assistant Director – Waste Policy will contribute to ACT Government efforts under the *ACT Waste Management Strategy 2011-25* to maximise resource recovery and minimise waste to landfill, as well as drive forward ACT Government commitments under the National Waste Policy and associated Action Plan. This role will work across teams within ACT NoWaste, the ACT Government and external stakeholders to deliver on the ACT Government's commitment under the National Waste Policy Action Plan to progress harmonisation of waste levies and gate fees across Australia and develop the ACT Government approach on the subject.

This role will also require coordination of ACT NoWaste responses to planning applications on waste management activities in the ACT, including development of comments, feedback and detailed briefing on the same; coordinating and leading waste levy/gate fee policy development (including economic analysis and advice); preparation of documents for executive and ministerial consideration; representation at high level cross-directorate and cross-jurisdiction meetings; designing and procuring studies to ensure robust advice; and providing targeted advice and insights to support policy and legislative development.

This position requires a leader with strong coordination, technical and engagement skills to successfully deliver and drive high-profile, unique and time-sensitive tasks. This may involve coordination of multiple complex projects at any one time, as well as proactive engagement across several areas within ACT Government, community, industry and business.

This role will also coordinate and manage overall reporting on key waste policy topics and prepare briefing materials for executives and Ministers. As such, the role requires attention to detail and excellent oral and written communication and organisational skills, as well as the ability to work under pressure.

#### **WHAT YOU WILL DO**

Working independently, but under the direction of the Director – Waste Policy, the primary responsibility for the Assistant Director – Waste Policy is to:

Lead the development of ACT waste management policy, with a focus on waste levies and gate fees. This will involve coordinating and leading multiple projects to ensure these Government priorities are delivered efficiently and effectively.

Specifically, the following duties are anticipated:

Leading ongoing policy design and development in coordination with other ACT NoWaste teams and other government, ministerial and industry stakeholders. This will involve deep research and data analysis.

Establishing and managing strong and trusted relationships among government stakeholders.

Representing the ACT NoWaste and the ACT Government at relevant meetings.

Work across ACT NoWaste branch and whole of government where needed to achieve strategic waste reduction and harmonisation outcomes in line with the *National Waste Policy Action Plan 2019* and relevant ACT policies including the *Waste Management Strategy 2011-25*, *Climate Change Strategy 2019-25* and *Waste to Energy Policy 2020-25*.

Managing the design and procurement of external expertise as needed to ensure robust advice and evaluation.

Preparing a range of high-level documents and other correspondence including project reporting, cabinet submissions, briefs, reports, amendments to legislation, plans, and strategies.

Assisting with other waste policy tasks as required including the development and updating of regulations to address key waste reduction challenges.

This position may involve the direct supervision of personnel in future.

**WHAT YOU REQUIRE**

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Demonstrated experience in developing economic, planning, environmental protection and/or waste policies, with strong written skills and a sound knowledge of policy processes in complex and technical policy areas.

High level skills in engaging with a broad range of stakeholders to provide policy advice in a complex and multi-disciplinary environment.

Demonstrated experience managing time-sensitive projects requiring coordination of complex stakeholder needs (within and external to government).

Ability to research and investigate issues and synthesise complex stakeholder feedback into clear and logically written reports, briefs and recommendations.

Demonstrated understanding and commitment to the Transport Canberra and City Services (TCCS) Values framework, workplace respect, equity and diversity framework, workplace health and safety best practise and industrial democracy principles and practice.

**Eligibility/Other Requirements:**

Tertiary qualifications in economics, planning or policy will be highly regarded.

Knowledge of and hands-on experience in the fields of waste management policies, economics, environment, climate change and/or sustainability policy including national, state and local government responsibilities will be highly regarded.

Note: This is a temporary position available immediately for six months with the possibility of extension for up to six months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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 submit a two page "pitch" outlining your suitability for the role, against the five capabilities "What we Require" that form the criteria of the position (see Position Description) along with your curriculum vitae.

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

Contact Officer: Sarah May (02) 6205 0075 [sarah.may@act.gov.au](mailto:sarah.may@act.gov.au)

**Chief Operating Officer**

**Governance and Ministerial Services**

**Ministerial and Cabinet**

**Director, Ministerial and Cabinet Services**

**Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 11314)**

Gazetted: 21 September 2020

Closing Date: 28 September 2020

**Details:** The Governance and Ministerial Services branch is responsible for oversight of audit, compliance, protective security compliance, emergency planning, business continuity, insurance coordination, risk management, fraud control, quality management, records management and corporate planning/reporting, as well as all Ministerial services. The section works collaboratively with all business units across the directorate and is supportive and flexible in its approach to changing priorities.

We are seeking applications from highly motivated and goal orientated people to fill the role of Director, Ministerial and Cabinet Services which sits within the Governance and Ministerial Services branch and assists with the management of a small team within the unit to provide a range of Ministerial and Cabinet support functions in the preparation of Cabinet items, ministerial replies, briefs, constituent inquiries and Questions on Notice. The position helps manage requests from the Minister(s) Offices, including the Directorate Liaison Officer role as required, ensuring the Department responds to all requests in a timely fashion, and provides high quality briefing material as required.

Ideally, you will have the ability to:

Provide leadership, direction and guidance to the Ministerial Services Unit (MSU) team exercising sound judgement and people management skills to better service the relationship between the Directorate and the Government.

Assist in the Management of the MSU team to proactively respond to all Ministerial and Cabinet requests in a timely manner, provide high quality coordination and briefing services as required and operate with a high degree of independence.

Provide excellent customer support across the Directorate in the provision of Ministerial and Cabinet coordination services.

Possess excellent written communication skills with the ability to edit all written material through the unit, and train authors across the Directorate to write in the appropriate style for Government.

Develop and foster effective working relationships with stakeholders within the Directorate and other agencies.

Exercise sound people management skills and effectively plan, develop and implement programs to support equity and diversity, OHS and staff development.

**Eligibility/Other Requirements:**

Experience with Assembly, Cabinet and Ministerial processes.

Experience in managing sensitive and classified information in accordance with Cabinet and Ministerial protocols.

This position is a Designated Security Assessed Position and therefore, if you are selected for this position you will be required to gain and maintain a Negative Vetting 1, National Security Clearance. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated.

Note: This is a temporary position available from October 2020 up until 5 March 2021 with the possibility of permanency. Selection may be based on application and referee reports only.

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

Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Applications should include a curriculum vitae and two page pitch to the Selection Criteria setting out why you are the best person for the role.

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

Contact Officer: Sarah Bourne (02) 6207 5495 sarah.bourne@act.gov.au

## **City Services**

### **Development Coordination**

### **Governance and Customer Portal**

### **Assistant Director, Governance and Customer Portal**

### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 39842)**

Gazetted: 18 September 2020

Closing Date: 2 October 2020

Details: The Assistant Director, Governance and Customer Portal is responsible for a team which is the gateway to the directorate's review and assessment of external development, including offsite works and 'gifted' assets. The Portal team receives all submissions and distributes submissions to relevant business units for review, assessment and acceptance within required timeframes. The Portal team tracks all submissions and compiles reports on the handling of submissions by the directorate, including reporting against accountability indicators.

The team is also responsible for distribution of information to industry, including communications materials and advice on directorate standards and specifications. This position plays a lead role in liaising with internal and external stakeholders and will need to assist with the development of enhanced governance arrangements, process and procedures for the directorate's development review, assessment and acceptance function.

As a senior leader within TCCS, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a value-based leadership style.

This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles.

**Eligibility/Other Requirements**

Relevant tertiary qualifications and/or experience in civil infrastructure or general technical policy is desirable. Current driver's licence is essential.

Note: This position is in a workplace designed for activity-based working; officers do not have a designated workstation/desk.

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

Applications should include:

The name and contact details of two referees

A maximum of two-pages response to the Selection Criteria listed in What You Require outlined in the Position Description

An up to date curriculum vitae.

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

Contact Officer: Geoffrey Davidson (02) 6205 9799 [Geoffrey.Davidson@act.gov.au](mailto:Geoffrey.Davidson@act.gov.au)

## City Services

### Roads ACT

#### Road Maintenance/Environmental Services

#### Assistant Director, Environmental Services

#### Infrastructure Officer 4 \$129,394 - \$147,008, Canberra (PN: 31556)

Gazetted: 17 September 2020

Closing Date: 8 October 2020

Details: Roads ACT are seeking applications for the Assistant Director for Environmental Services. The position provides strategic and technical advice on the management of environmental issues including stormwater management; streetlight management; environmental contamination management, natural resource management and operational environmental impacts. 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 candidate will: Hold a relevant professional qualification or accreditation with a professional body recognised within Australia (bachelor's degree in Environment Science or Environmental Engineering or related preferred); or Hold a relevant building degree; or Have significant building or Infrastructure knowledge and/or project management experience.

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.

Provisions.

How to Apply: Candidates should respond to the Selection Criteria (what you will require) with no more than one A4 per criteria; contact information for at least two referees and a current curriculum vitae.

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

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

Contact Officer: Jennie Gilles (02) 6207 2141 [jennie.gilles@act.gov.au](mailto:jennie.gilles@act.gov.au)

## APPOINTMENTS

### ACT Health

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

Kasey Bateup, Section 68(1), 22 September 2020

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

Michael Shaw, Section 68(1), 21 September 2020

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

Amanda Tagliabue, Section 68(1), 24 September 2020

**Canberra Health Services**

**Clinical Coder Level 1 \$84,967 - \$117,890**

Larissa Brady, Section 68(1), 28 September 2020

**Clinical Coder Level 1 \$84,967 - \$117,890**

Lindy Brown, Section 68(1), 1 September 2020

**Administrative Services Officer Class 2/3 \$57,454 - \$70,058**

Tamas Kondor, Section 68(1), 18 September 2020

**Senior Officer Grade B \$128,286 - \$144,418**

Angelyn Smith, Section 68(1), 21 September 2020

**Perfusionist Level 4 \$133,026 - \$136,370**

Vijaykumar Valiyapurayil, Section 68(1), 21 September 2020

**Technical Officer Level 1 \$59,329 - \$62,203**

Thuha Vu, Section 68(1), 6 October 2020

**Chief Minister, Treasury and Economic Development**

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

Damien Badowski, Section 68(1), 21 September 2020

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

Munyaradzi Gamanya, Section 68(1), 21 September 2020

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

Patrick Goodarzi, Section 68(1), 23 September 2020

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

Pearl Ting, Section 68(1), 21 September 2020

**Community Services**

**Child and Youth Protection Professional Level 1 \$68,807 - \$86,242**

Bosede Bademosi, Section 68(1), 22 September 2020

**Child and Youth Protection Professional Level 1 \$68,807 - \$86,242**

Cherie Clark, Section 68(1), 22 September 2020

**Administrative Services Officer Class 3 \$65,097 - \$70,058**

Emily Lindquist, Section 68(1), 18 September 2020

**Child and Youth Protection Professional Level 1 \$68,807 - \$86,242**

Daina Williams, Section 68(1), 22 September 2020

**Education**

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

Gabrielle Young, Section 68(1), 18 September 2020

**Justice and Community Safety**

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

Liam Pearmain, Section 68(1), 21 September 2020

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

David Rose, Section 68(1), 21 September 2020

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

Emma Stevens, Section 68(1), 21 September 2020

**Transport Canberra and City Services**

**Bus Operator - Training \$70,688**

Grace Acayo, Section 68(1), 19 September 2020

**Bus Operator - Training \$70,688**

Christie Browne, Section 68(1), 19 September 2020

**Infrastructure Officer 5 \$154,786**

Jerome Catbagan, Section 68(1), 17 September 2020

**Bus Operator - Training \$70,688**

Stephen Cheney, Section 68(1), 19 September 2020

**Bus Operator - Training \$70,688**

Samuel Colbert, Section 68(1), 19 September 2020

**Bus Operator - Training \$70,688**

Craig Hill, Section 68(1), 19 September 2020

**Bus Operator - Training \$70,688**

Steven Knight, Section 68(1), 19 September 2020

**Bus Operator - Training \$70,688**

Paul McBow, Section 68(1), 19 September 2020

**Bus Operator - Training \$70,688**

Matthew McNicol, Section 68(1), 19 September 2020

**Bus Operator - Training \$70,688**

Margaret Secomb, Section 68(1), 19 September 2020

**Bus Operator - Training \$70,688**

Maninder Singh, Section 68(1), 19 September 2020

## TRANSFERS

### Canberra Health Services

#### **Lauren Parker**

From: Registered Nurse Level 2 \$94,409

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 22674) (Gazetted 6 August 2020)

#### **Daniela Pena**

From: Registered Nurse Level 3.1 \$108,237

Canberra Health Services

To: Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services, Canberra (PN. 40845) (Gazetted 16 July 2020)

#### **Mary Shelphy**

From: Registered Nurse Level 2 \$94,409

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 19492) (Gazetted 21 November 2019)

### Justice and Community Safety

#### **Elizabeth Bond**

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 09578) (Gazetted 8 May 2020)

## PROMOTIONS

### ACT Health

#### **Corporate Services**

#### **Strategic Infrastructure**

#### **Melissa Solomons**

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

ACT Health

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

ACT Health, Canberra (PN. 39084) (Gazetted 21 August 2020)

### Canberra Health Services

#### **Chief Operating Officer Clinical Services**

#### **Breeji Babu Remani**

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. 22497) (Gazetted 13 August 2020)

**Canberra Health Services**

**Sarah Berry**

From: Administrative Services Officer Class 2 \$57,454 - \$63,443

ACT Health

To: Allied Health Assistant 3 \$66,263 - \$69,516 (up to \$73,540 depending on qualification level)

Canberra Health Services, Canberra (PN. 40165) (Gazetted 2 July 2020)

**Chief Operating Officer Clinical Services**

**Kirsten Hunt**

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. 42435) (Gazetted 30 July 2020)

**Chief Executive Officer**

**Mark Koina**

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

Canberra Health Services

To: †Health Professional Level 4 \$108,926 - \$117,249

Canberra Health Services, Canberra (PN. 47527) (Gazetted 9 July 2020)

**Canberra Health Services**

**Vanessa McNamara**

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. 22228) (Gazetted 26 September 2019)

**Chief Operating Officer Clinical Services**

**Honey Paul**

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. 22320) (Gazetted 13 August 2020)

**Finance and Business Intelligence**

**Leesa Southwell**

From: Administrative Services Officer Class 3 \$65,097 - \$70,058

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 45760) (Gazetted 28 May 2020)

**Chief Operating Officer Clinical Services**

**Divya Vijayan**

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. 11737) (Gazetted 13 August 2020)

**Chief Minister, Treasury and Economic Development**

**Access Canberra**

**Working With Vulnerable People, Risk Assessment Team**

**Katarzyna Bandala**

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



Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 19620) (Gazetted 24 August 2020)

**Finance and Budget Group**

**Financial Reporting and Frameworks Branch**

**Dongxu Zhu**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 05533) (Gazetted 22 June 2020)

**Community Services**

**Corporate**

**People Management Branch**

**Safety and Wellbeing Team**

**Kim Flett**

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

Community Services

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

Community Services, Canberra (PN. 33213) (Gazetted 6 August 2020)

**Education**

**School Performance and Improvement**

**Belconnen Network**

**Giralang Primary School**

**Emma Aschenberger**

From: School Leader B \$147,337

Education

To: †School Leader A 1 \$168,315

Education, Canberra (PN. 04080) (Gazetted 4 August 2020)

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

**Business Services**

**People and Performance**

**Sadib Dowla**

From: Professional Officer Class 2 \$86,547 - \$99,051

Education

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

Education, Canberra (PN. 43946) (Gazetted 2 October 2019)

**Office for Schools**

**Tuggeranong**

**Calwell High School**

**Elissa East**

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

Education

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

Education, Canberra (PN. 44768) (Gazetted 11 November 2019)

**Service Design and Delivery**

**Learning and Wellbeing Policy and Service Design**

**Aboriginal and Torres Strait Islander Education**

**Barbara Fleming**

From: School Assistant 2 \$48,856 - \$53,947  
Education

To: School Assistant 4 \$66,371 - \$71,867  
Education, Canberra (PN. 40372) (Gazetted 7 July 2020)

**School Performance and Improvement**

**North and Gungahlin Network**

**Neville Bonner Primary**

**Charissa Gosper**

From: Classroom Teacher \$73,246 - \$109,641  
Education

To: †School Leader C \$126,542  
Education, Canberra (PN. 42692) (Gazetted 19 June 2020)

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

**School Performance and Improvement**

**South/Weston Network**

**Telopea Park School**

**Mary Ryan**

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

To: †Senior Officer Grade B \$128,286 - \$144,418  
Education, Canberra (PN. 45403) (Gazetted 21 August 2020)

**Service Design and Delivery**

**Learning and Wellbeing Policy and Service Design**

**Aboriginal and Torres Strait Islander Education**

**Erin Wanganeen**

From: School Assistant 3 \$55,354 - \$59,575  
Education

To: School Assistant 4 \$66,371 - \$71,867  
Education, Canberra (PN. 40374) (Gazetted 7 July 2020)

**School Performance and Improvement**

**North and Gungahlin Network**

**Neville Bonner Primary**

**Amy Wynnyk**

From: Classroom Teacher \$73,246 - \$109,641  
Education

To: †School Leader C \$126,542  
Education, Canberra (PN. 30933) (Gazetted 19 June 2020)

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

**Independent Competition and Regulatory Commission**

**Section Economics**

**Matthew Harris**

From: Administrative Services Officer Class 5 \$80,323 - \$85,020  
Independent Competition and Regulatory Commission

To: Administrative Services Officer Class 6 \$86,547 - \$99,051  
Independent Competition and Regulatory Commission, Canberra (PN. 09310) (Gazetted 11 August 2020)

**Major Projects Canberra**

**Project Development and Support  
Ministerial, Governance and Corporate Support  
Elizabeth Shaw**

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

Transport Canberra and City Services

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

Major Projects Canberra, Canberra (PN. 45417) (Gazetted 30 July 2020)

**Transport Canberra and City Services**

**Chief Operating Officer**

**Finance**

**Assets and Capital Works**

**Giang Chu**

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

Chief Minister, Treasury and Economic Development

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

Transport Canberra and City Services, Canberra (PN. 24922) (Gazetted 26 August 2020)

**City Services**

**Development Coordination**

**Transport Assessment and Planning**

**Amelia Dillon**

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

Chief Minister, Treasury and Economic Development

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

Transport Canberra and City Services, Canberra (PN. 15298) (Gazetted 17 August 2020)

**RETIREMENTS AND DISMISSALS**

**Chief Minister, Treasury and Economic Development**

Kenneth John Francis, AGS 84705218, Section 123 of the *Public Sector Management Act 1994*