



ACT Government Gazette

Gazetted Notices for the week beginning 08 November 2018

VACANCIES

ACT Audit Office

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

Financial Audits

Auditor (including Graduates) - Financial Audits Audit Band 1 \$60,039 - \$76,563, Canberra (PN: 42810, several)

Gazetted: 09 November 2018

Closing Date: 27 November 2018

Details: The ACT Auditor-General is an independent Officer of the Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the ACT Audit Office, with a view to promoting public accountability in the public administration of the Australian Capital Territory. To achieve this, the ACT Audit Office undertakes a range of activities, which include conducting financial statement and performance audits and considering public interest disclosures received under the Public Interest Disclosure Act 2012. The ACT Audit Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The ACT Audit Office supports staff by providing learning and development opportunities. The ACT Audit Office is seeking people with good accounting and/or auditing skills, communication and interpersonal skills, an ability to objectively analyse issues, evaluate evidence and an ability to write sound reports that can withstand public scrutiny with the highest level of personal integrity. The Auditor including graduates (Financial Audit) will typically work under the guidance and supervision of the Senior Auditor and/or Audit Manager and will be responsible for completing assigned work on financial statement audits as a member of an audit team. This includes assisting with the planning, conducting and reporting the results of financial statement audits of ACT public sector entities or other tasks as required.

Eligibility/Other Requirements: Relevant Tertiary Professional Accounting, Audit and Information Technology qualifications are highly desirable. Completion, or progress towards completion, of relevant professional post-graduate qualifications is also highly desirable. These include Accounting and Audit qualifications provided by CPA Australia (CPA) and Chartered Accountants Australia and New Zealand (CA ANZ) and/or Certified Information Systems Auditor (CISA) qualification provided by the Information Systems Audit and Control Association (ISACA). All ACT employees are required to undergo employment screening. This position is a Position of Trust 1 and therefore, if you are selected for this position you will be required to gain and maintain a Baseline National Security Clearance. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated.

How to Apply: Applicants must provide a written response to the selection criteria. Assessment of applicants for the role may include a review of written applications, consideration of referee comments and one or more interviews.

Note: The position is classified at the ACT Audit Office Band 1 (Auditor) level. New staff will be offered a salary of between \$60 039 to \$76 563, plus employer superannuation contributions and other conditions of service. The salary is based on the ACT Public Service Administrative and Related Classifications Enterprise Agreement 2013-2017 which is currently under negotiation. An order of merit list may be established to fill future vacancies at level over the next 12 months. Successful applicants will commence in late January 2019.

Contact Officer: David O'Toole (02) 6205 3087 david.o'toole@act.gov.au

Calvary Health Care ACT (Public)

Stroke Services

Staff Specialist - Neurology Consultant

Executive Level Staff Specialist Band - Band 3 \$164,470 - \$183,697, Canberra (PN: Expected)

Gazetted: 12 November 2018

Closing Date: 23 November 2018

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

Ref ID: 20631

Contact Officer: Miffany Callan Medadmin@calvary-act.com.au

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

Quality Safety & Risk

Patient Safety Officer

Executive Level ASO5 \$74,081, Canberra (PN: Expected)

Gazetted: 12 November 2018

Closing Date: 18 November 2018

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

Reference ID: 20661

Contact Officer: Reinette Wentzel Reinette.Wentzel@calvary-act.com.au

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

Physiotherapy

Allied Health Assistant

Executive Level Allied Health Assistant 2.1 - 2.4 \$50,040 - \$57,369, Canberra (PN: Expected)

Gazetted: 12 November 2018

Closing Date: 18 November 2018

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

Reference Number: 20678

Contact Officer: Jeanie Webber Jeanie.Webber@calvary-act.com.au

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

Intensive Care Unit

Registered Nurse

Executive Level RN1 \$66,017-\$84,888, Canberra (PN: Expected, several)

Gazetted: 12 November 2018

Closing Date: 25 November 2018

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

Reference Number: 20469

Contact Officer: Rachel Longhurst rachel.longhurst@calvary-act.com.au

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

Physiotherapy

Senior Physiotherapist

Executive Level HP3 \$87,257 - \$96,502, Canberra (PN: Expected)

Gazetted: 12 November 2018

Closing Date: 3 December 2018

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

Reference Number: 20626

Contact Officer: Jeanie Weber jeanieweber@calvary-act.com.au

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

Student and Academic Services

Student Services

Psychologist/Social Worker

Professional Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 54345)

Gazetted: 14 November 2018

Closing Date: 26 November 2018

Details: A dynamic Psychologist/Social Worker is needed to work as a student counsellor with Canberra Institute of Technology (CIT). You will be consulted by a range of students with a broad variety of clinical issues. Counsellors work within the Student Support team and consult to teaching staff in relation to student matters. 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: Significant experience in counselling is required as well as an understanding of issues in the Vocational Education and Training sector. Mandatory requirements: Tertiary qualifications in Psychology/Social work. For Psychologists: Current registration with the Australian Health Practitioner Regulatory Agency (Psychology Board of Australia). For Social Workers: Eligibility for membership of the Australian Association of Social Workers (AASW) and prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: This position is for temporary filling for a period of 12 months with the possibility of extension. 'Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.' This position is part-time at 22.03 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Maeve Castles (02) 6207 3289 maeve.castles@cit.edu.au

Corporate Services

Human Resources

Work Health and Safety Advisor

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 54946)

Gazetted: 12 November 2018

Closing Date: 4 December 2018

Details: Applications are sought for the role of Work Health and Safety Advisor within Canberra Institute of Technology's (CIT) Safety and Employment Relations team. We seek a motivated, well organised person who possesses the skills to effectively perform the role and functions of a WHS Advisor within a complex vocational education and training environment. Extensive operational experience in the area of WHS and a commitment to the cooperative resolution of health and safety issues is essential in this role.

Note: This is a temporary position available asap until 10 May 2019. 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. This position is available to ACT Public Service employees.

How to Apply: Interested applicants should provide an expression of interest for the role, no more than one page, detailing relevant experience, qualifications and motivation for the role. A current resume should also be provided.

Applications should be sent to the Contact Officer.

Contact Officer: Shane Campbell (02) 6207 3127 shane.campbell@cit.edu.au

Corporate Services

Human Resources and Organisational Development

Manager People, Performance and Culture

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 55272)

Gazetted: 13 November 2018

Closing Date: 29 November 2018

Details: Applications are sought for the Manager People, Performance and Culture role at Canberra Institute of Technology. We seek a customer-centric, motivated, HR professional who has the skills and experience to develop and implement CIT's People Strategy, refresh our performance management system and Staff Induction Program, and who can lead a small team to deliver range of initiatives to support CIT's Cultural Traits and embed a high performance culture within the Institute. 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.

Note: This is a temporary position available ASAP until 30 April 2019 with the possibility for extension. 'Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.'

How to Apply: Interested applicants should provide an expression of interest for the role of no more than two pages, detailing relevant experience, qualifications and motivation for the role. A current resume should also be provided.

Contact Officer: Karen Dahlstrom (02) 6205 0647 karen.dahlstrom@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

Economic Development

Director, Skills Canberra

Executive level 1.3 \$220,110 - \$229,398 depending on current superannuation arrangements, Canberra (PN: E074)

Gazetted: 9 November 2018

Closing Date: 16 November 2018

Details: As per the position description attached the Director Skills Canberra is responsible for leading the management of the ACT Australian Apprenticeship system and coordinating the Government's strategic and operational management of government funded vocational education and training programs in the ACT. More specifically you will be:

- Supporting the Minister for Vocational Education and Skills in the various aspects of the portfolio
- Managing the agency that delivers government regulatory functions consistent with the *Training and Tertiary Education Act 2003*, and its role as ACT State Training Authority
- Managing a range of ACT Government funded training initiatives
- Shaping and leading Industry liaison, data analysis and strategic policy advice in relation to VET and skills issues more broadly
- Monitoring and providing advice on national vocational education and training directions and priorities, including vocational education in schools
- Leading the implementation of, and report on National Agreements and Partnerships related to skills, workforce development, productivity, participation and the national VET reform agenda. Managing strategies and initiatives to raise awareness in the community of the need for vocational education and training
- Representing the Territory on various senior officials levels forums
- Shaping appropriate strategic alliances and partnerships with other governments and stakeholders.

Remuneration: The position attracts a remuneration package ranging from \$220,110 - \$229,398 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$168,878.

Contract: The successful applicant will be engaged under a performance based contract until 30 June 2019 with the possibility of extension for a period of up to two years. Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

Contact Officer: Further information about the position is available from Ian Cox, (02) 6207 5785, Ian.Cox@act.gov.au

Shared Services ICT

Strategic Business

Project Front Door

Business Analyst Co-ordinator

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 41483)

Gazetted: 09 November 2018

Closing Date: 27 November 2018

Details: The Strategic Business branch delivers professional business change services that enable the ACT Government to deliver quality outcomes for the Territory. Key focus areas include: optimising investment through change initiatives; identifying, supporting and enabling multi-directorate solutions; and delivering quality services that enable business areas to realise significant benefits. The Project Front Door aims to provide high level customer service to ACT Government Directorates. It positions itself as a trusted advisor and partner to Directorates in understanding their business problems and the technology and cost options to address these. Through the provision of these services the business will be able to make better informed investment decisions and ultimately achieve more successful project outcomes. The position works in conjunction with Senior Analysts and is responsible for co-ordinating and promoting defined Service Offerings within the Project Front Door to provide services to business areas, technical staff and Shared Services customers. 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 review the Position Description and Job Advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the position description. The applications should include a Curriculum Vitae and a two page pitch detailing your most relevant achievements in the last five years and how they relate to this position and its duties and the ability, ingenuity, experience and qualifications making you the best person for this role.

Contact Officer: Josh Martin (02) 6207 9006 josh.martin@act.gov.au

Economic Development

Finance and Business Support

Systems Support Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 41474)

Gazetted: 09 November 2018

Closing Date: 23 November 2018

Details: The Finance and Business Support team is seeking a highly capable Systems Support Officer. The successful candidate will demonstrate previous success in identifying suitable system solutions for business improvement, and provide evidence of their capability to appropriately assist business units to plan, develop and implement systems solutions. The role requires a strong understanding of stakeholder management and an ability to manage multiple priorities. 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 completed Application Coversheet; a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description; and your Curriculum Vitae to jobs@act.gov.au.

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

Contact Officer: Deb Clayton-Baker (02) 6207 1339 deb.clayton-baker@act.gov.au

Strategic Finance

Finance Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 40336)

Gazetted: 12 November 2018

Closing Date: 26 November 2018

Details: We are seeking for a highly motivated Finance Officer to assist in the preparation of financial reports, budget documents and provide support in accounting and financial administration. The successful applicant will have the capacity to work with large quantities of data, have good attention to detail and the ability to manage and complete multiple tasks in a timely manner in collaboration with various stakeholders including members of the CMTEDD Strategic Finance team. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Accounting qualifications or study towards accounting qualifications is required.

Previous experience working with finance systems, in particular TM1, would be an advantage.

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

Contact Officer: Lyn Pham (02) 6205 0052 lyn.pham@act.gov.au

Economic Development

Finance and Business Support

Grants and Procurement Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 41477)

Gazetted: 09 November 2018

Closing Date: 23 November 2018

Details: The Finance and Business Support team is seeking a highly capable Grants and Procurement Officer. The successful candidate will demonstrate a capability to translate their previous experience to Grants Administration and Procurement activities. The role requires a strong understanding of stakeholder management and an ability to manage multiple priorities within governance frameworks. 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 completed Application Coversheet; a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description; and your Curriculum Vitae to jobs@act.gov.au.

Contact Officer: Deb Clayton-Baker (02) 6207 1339 deb.clayton-baker@act.gov.au

Shared Services

Business Services

Capability and Programs

Human Resource Advisor

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 32176)

Gazetted: 14 November 2018

Closing Date: 26 November 2018

Details: Are you someone with a can-do attitude who is great with people and has a good understanding of administrative processes? Strategic Human Resources (HR) is looking for an enthusiastic and motivated individual to fill the role of HR Advisor, Capability and Programs. This is a great opportunity to work across Shared Services on a number of initiatives aimed at developing great people. What capabilities do you need? Relevant HR knowledge, particularly in training and development; strong organisational and time management skills with the ability to effectively manage multiple priorities to meet competing deadlines; ability to conduct research, analyse and report data to inform the development of HR solutions and related projects; well-developed relationship building skills, including developing and maintaining productive and collaborative working relationships with relevant stakeholders and customers; advanced written and verbal communication skills, with the ability to persuade and influence individuals and groups. A typical day will include: Administer Human Resources initiatives aimed at enhancing capability of employees across the organisation; collaborate with business stakeholders to determine

requirements and liaise with customers to ensure satisfaction with outcomes; draft, develop and maintain relevant Human Resources documents, policies and procedures; capture and manage information on HR systems and analyse the data to produce reports and other outputs; provide Human Resources advice to line managers and staff. This position does not involve direct supervision of staff. 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 January 2019 for up to 14 months with the possibility of extensions and/or permanency. This role was previously advertised to close on 2 November 2018. Previous applications submitted via jobs@act.gov.au will be considered in this process, unless applicants have notified their withdrawal by email to the Contact Officer.

Contact Officer: Jacob Mimilidis (02) 6207 7508 jacob.mimilidis@act.gov.au

Economic Development

Operations and Delivery

Events ACT

Executive Assistant

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 41724)

Gazetted: 13 November 2018

Closing Date: 27 November 2018

Details: If you are an experienced Executive Assistant who thrives in a fast-paced environment and enjoys a challenge then we want to hear from you. Responsible for the delivery of major events including Floriade and the Enlighten Festival as well as many much loved cultural events such as the Canberra Nara Festival, Reconciliation Day, the Canberra Balloon Spectacular, New Year's Eve and Australia Day to name a few, there is never a dull moment at Events ACT as we strive to showcase the best of Canberra through our events. Working with the Director of Events ACT the successful officer will be highly motivated, reliable, willing and committed to contributing to a high performing team. Modelling the ACT Public Service Values and Signature Behaviours of respect, integrity, collaboration and innovation, you will show initiative and lead by example. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: Selection may be based on application and referee reports only. A merit pool will be established to fill future vacancies at level over the next 12 months.

Contact Officer: Jo Verden (02) 6205 0554 jo.verden@act.gov.au

Strategic Finance

Finance Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 31758, several)

Gazetted: 14 November 2018

Closing Date: 28 November 2018

Details: We are seeking a highly motivated Finance Officer to assist in the preparation of financial reports, budget documents and provide support in accounting and financial administration, which could include a specific focus on the Directorate's capital works program. The position is required to work with large quantities of data, have good attention to detail and the ability to manage and complete multiple tasks in timely manner in collaboration with various stakeholders including members of the CMTEDD Strategic Finance team. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/other requirements: Qualification/s in Accounting are highly desirable. Previous experience working with finance systems (e.g. Oracle) would be an advantage.

Note: These are temporary positions available for six months with the possibility of extension and/or permanency.

Contact Officer: Zac Thomas (02) 6207 8423 zac.thomas@act.gov.au

Access Canberra

Regulatory Solutions and Compliance

Building and Planning Compliance

Investigations Coordination Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 01750)

Gazetted: 13 November 2018

Closing Date: 27 November 2018

Details: Access Canberra works across many different regulatory and customer service areas to support the delivery of regulatory reform and red tape reduction, drive government priorities and implement new initiatives. We actively engage in a risk and harm approach to compliance across a broad range of industry sectors to build a strong economy, safe community and sustainable environment. The Building and Planning Compliance team investigates complaints made under the *Building Act 2004*, the *Planning and Development Act 2007*, and *Construction Occupations (Licensing) Act 2004*. The Investigations Coordination Officer gathers and analyses data, using this information to identify trends and to inform regulatory processes and decision-making. To be successful in this role you will demonstrate strong attention to detail, the ability to liaise with internal and external stakeholders, and the ability to develop and present reports on findings, including recommendations. 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. Contact Officer: Louise Crossman (02) 6205 7184 louise.crossman@act.gov.au

Economic Development

Finance and Business Support

Administration Assistant - Grants and Procurement

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 41478)

Gazetted: 09 November 2018

Closing Date: 23 November 2018

Details: The Finance and Business Support team is seeking a highly capable Administration Assistant. The successful candidate will demonstrate a capability to translate their previous experience to grants and procurement administration. The role requires an understanding of customer service and governance frameworks in a busy work environment. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

How to Apply: Please provide a completed Application Coversheet; a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description; and your Curriculum Vitae to jobs@act.gov.au.

Contact Officer: Deb Clayton-Baker (02) 6207 1339 deb.clayton-baker@act.gov.au

Access Canberra

Licensing and Registrations

Executive Team

Deputy Director, Licensing and registrations

Senior Officer Grade A \$137,415, Canberra (PN: 35718)

Gazetted: 12 November 2018

Closing Date: 19 November 2018

Details: Access Canberra, within the Chief Minister, Treasury and Economic Development Directorate, (CMTEDD) is searching for a thrill-seeking, high performing Deputy Director with a collaborative flair. We are looking for someone who is always on the go and never stops learning. Someone who wants to fix what is broken, improve on perfection, inject some fun into the mundane, and demonstrates strong leadership in times of change. This is a key leadership position, with a focus on impact and outcome of activities within the agency. The successful person will benefit from a close working relationship with senior executives across Access Canberra and broader Directorate. The Licensing and Registrations Branch of Access Canberra you will work with a dynamic, supportive and collaborative leadership team who invest in you and your professional development. If you've got the right attitude, this unique opportunity could fast track your career! 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 extension. Selection may be based on application and referee reports only.

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current Curriculum Vitae.

Contact Officer: Felicity Burns (02) 6205 9373 felicity.burns@act.gov.au

Shared Services

Finance and Payroll Services

Finance and HR Applications Support

Manager, Financial Applications Support Team

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 11121)

Gazetted: 14 November 2018

Closing Date: 21 November 2018

Details: Chief Minister, Treasury and Economic Development Directorate (CMTEDD) – Finance and HR applications support is seeking suitable candidates to undertake the role of the Manager Finance Applications Support. The position leads a section comprising of up to ten team members which provide support to the Senior Manager and undertake the role finance related including Oracle application and governance functions. The position works closely with stakeholders within and external to Shared Services to ensure the services delivered by the section are delivering for current requirements and prepared for future and emerging requirements. This opportunity will suit candidates looking to broaden their experience and who are interested in engaging in a dynamic environment with significant opportunity to influence change. 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: Applicants should include a supporting statement of no more than two pages outlining experience and/or ability for the above area with the duties/responsibilities and Selection Criteria in the Position Description attached, their Curriculum Vitae and contact details of at least two referees.

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

Contact Officer: Vivien Tran (02) 6205 2522 vivien.tran@act.gov.au

Access Canberra

Regulatory Solutions and Compliance

Senior Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 16232, several)

Gazetted: 14 November 2018

Closing Date: 28 November 2018

Details: Access Canberra is a straight talking, innovative and exciting place to be, where you will have a direct impact on making Canberra a better place to live. In Regulatory Solutions and Compliance you will operate with a high degree of independence and make major contributions to the regulatory landscape in the ACT. You will use a risk based approach to lead teams that run investigations and promote compliance. You will be at the front end of our team. You will see direct and immediate impacts of the changes and decisions you make and will have a chance to make long lasting improvements for the ACT community. As a Senior Manager you will need to be a good communicator with excellent skills in negotiation and the management of multiple high level and complex tasks. You should value and be committed to personal development and improvement. As Senior Manager you will be responsible for delivering against Access Canberra's business plan for tomorrow. To be successful you should embrace 'change as being the new normal', support and nurture innovation and collaboration with a renewed focus on outcomes. All these roles require a willingness to work hard and lead by example. The roles are supported by great teams within a progressive agency, who look up to you to provide them with strategic direction and arming them with the skills to build the Access Canberra of the future. Access Canberra has two permanent opportunities for applicants with strategic decision making skills, a willingness to work hard and who can lead investigative and compliance teams to take on the role of Senior Manager in our Regulatory Solutions and Compliance teams. You will have a great team to work with and support you in one of the most diverse and

interesting agencies in the 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.

How to Apply: If you think you're up for it, send us a pitch on why you think you're the best person for the job. The pitch should be no more than one page. The pitch should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification. 1. Detail your greatest achievement in the last five years and how it relates to this position and the duties. 2. Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role. If you have any questions about the roles please contact the Contact Officer.

Contact Officer: Tanja Warre 0466 869 893 tanja.warre@act.gov.au

Access Canberra

Licensing and Registrations and Customer Coordination

Various

Senior Manager, Access Canberra

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 43068, several)

Gazetted: 08 November 2018

Closing Date: 15 November 2018

Details: Access Canberra is recruiting to several Senior Officer Grade B roles for upcoming temporary short/long term and permanent vacancies. The roles include senior manager, policy and project positions across the Licensing and Registration and Customer Coordination divisions. If you think you've got what it takes to deliver Coordinated Customer Services in a regulatory environment, whilst leading teams, managing projects and influencing policy improvements across a variety of functions at Access Canberra – then we'd like to hear from you. As a Senior Manager you will need to be a good communicator with excellent skills in negotiation and the management of multiple high level and complex tasks. You should value and be committed to personal development and improvement. As Senior Manager you will be responsible for delivering against Access Canberra's business plan for tomorrow. To be successful you should embrace 'change as being the new normal', support and nurture innovation and collaboration with a renewed focus on outcomes. All these roles require a willingness to work hard, lead by example and provide customer centric services. The roles are supported by great teams within a progressive agency, who look up to you to provide them with strategic direction and arming them with the skills to build the Access Canberra of the future. 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: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

How to Apply: Please review the Position Description details about the role associated responsibilities. Suitability for this position will be assessed on your skill, knowledge and behaviour with reference to the duties/responsibilities listed in the Position Description. Please submit a written application, of no more than two pages, responding to the two statements below. Please submit a Curriculum Vitae and the contact details of at least two referees. The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification. 1. Detail your greatest achievement in the last five years and how it relates to this position and the duties. 2. Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

Note: Various Senior Officer Grade B positions are available for short term temporary and permanent vacancies within the two divisions. Applications from this process may be used to fill short term, long term and permanent vacancies at level which may arise over the next 12 months.

Contact Officer: Felicity Burns (02) 6205 9373 felicity.burns@act.gov.au

Shared Services ICT

Strategic Business

Portfolio Delivery Office

Senior Project Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 38222)

Gazetted: 14 November 2018

Closing Date: 30 November 2018

Details: The ACT Government has an exciting opportunity for an experienced Senior Project Manager to lead a multi-disciplinary team of ICT professionals, responsible for delivering a variety of ICT and business projects across the organisation. Coordinate a suite of project delivery activities, including budgets, resource management and governance. This position is the senior contact point for all key stakeholders in relation to project activities for the Desktop, Network and Application (DNA) Modernisation and other ICT programs for the Canberra Institute of Technology. To be successful for the role you will have: Leadership expertise in delivering agreed business outcomes and solutions by taking initiative, managing resources and setting clear direction and providing guidance for project managers and team members; ability to establish and maintain effective and diverse strategic business partnerships, including with senior stakeholders; through collaboration, engagement, responsiveness and influence; advanced analytical skills, particularly the ability to understand how issues integrate and to make rational judgements from available information. Take an innovative and holistic approach to service design and delivery for improved outcomes; adaptability to changing circumstances and multiple priorities and demands, and resilience while managing a constantly changing environment; awareness of technical and business market trends and using this knowledge and expertise to enhance collective growth; knowledge and understanding of Microsoft software licencing.

Your responsibilities will be: 1) Overall accountability for successful delivery of assigned projects, by providing subject matter advice and guidance. 2) Develop and maintain productive and influential working relationships with a range of key stakeholders including clients and senior executive staff and vendors. 3) Develop, monitor and oversee multiple complex projects concurrently, ensuring that required processes and governance, such as risk management mechanisms are in place. 4) Analyse, define and control human and financial resources for the successful delivery and implementation of business projects with significant ICT components, ensuring projects are delivered on time and in line with overall strategic direction. 5) Manage the overarching ICT change management process of assigned projects. 6) Investigate and provide advice on software licencing matters relevant to projects. Eligibility/other requirements: Prince II qualification is essential. Agile PM qualification is desirable. To be eligible for temporary employment with the ACT Public Service you must hold a valid work visa, be an Australian citizen or a permanent resident.

Note: This is a temporary position available for a period of 12 months. This position may involve direct supervision of staff.

How to Apply: Please submit a two page pitch outlining your capabilities against the Professional/Technical Skills and Knowledge listed on the Position Description along with a Curriculum Vitae and referee reports.

Contact Officer: Claudio Gomes (02) 6205 2833 claudio.gomes@act.gov.au

Economic and Financial Group

Macroeconomic Branch

Senior Economist

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 33473)

Gazetted: 09 November 2018

Closing Date: 27 November 2018

Details: The Macroeconomic Branch of the ACT Treasury is seeking a highly experienced Senior Policy Officer. Duties will include: Economic forecasting (including construction and analysis of econometric models); revenue forecasting (including scenario analysis of alternate policy positions); long term economic and fiscal modelling; analysis and interpretation of macroeconomic statistics; the preparation of written and oral briefings on complex economic policy issues; and other duties as directed. 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 candidate will possess tertiary qualifications in economics and considerable relevant experience in economic policy making. A minimum of five to ten years' experience in economic and/or revenue forecasting as well as analysis of macroeconomic data is essential. Strong interpersonal skills, a collegiate and team focussed approach along with demonstrated career outcomes are also required. Prior experience in Commonwealth/State Treasuries, central bank, or major financial institution highly regarded.

Note: This is a temporary position available until 19 May 2019 with the possibility of extension.

Contact Officer: Andrew Beaumont (02) 6205 9121 andrew.beaumont@act.gov.au

Economic Development

Finance and Business Support

Senior Officer, Grants and Procurement

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41476)

Gazetted: 12 November 2018

Closing Date: 26 November 2018

Details: The Finance and Business Support team is seeking a highly capable Senior Officer to manage the Grants and Procurement sub-team. The successful candidate will demonstrate previous success in the management of grants administration and/or procurement management, and provide evidence of their capability to appropriately assist business units to plan and deliver procurement activities and grant administration. The role requires a strong understanding of stakeholder management and an ability to manage multiple priorities within governance frameworks. 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 completed Application Coversheet; a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description; and your curriculum vitae to jobs@act.gov.au.

Contact Officer: Deb Clayton-Baker (02) 6207 1339 deb.clayton-baker@act.gov.au

Shared Services ICT

Strategic Business

Commercial Services

SS Senior ICT Procurement and Contract Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 36276)

Gazetted: 08 November 2018

Closing Date: 19 November 2018

Details: Shared Services Information Communication Technology (ICT) Strategic Business are seeking a motivated Senior ICT Procurement and Contract Officer to work as part of a multi-disciplinary team within Strategic Business, Commercial Services. The purpose of the role to provide quality delivery and improvement of a range of procurement and contract management activities. This role will be critical in developing and maintaining relationships with internal and external stakeholders to ensure the consistent delivery of contracted ICT services to the ACT Government. You will manage new and existing ICT contracts, be responsible for cost reduction, improving service delivery and the effective management of ICT panel arrangements. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This position is being re-advertised and previous applicants need not re-apply.

Contact Officer: Ula Martin (02) 6205 6536 ula.martin@act.gov.au

Shared Services ICT

Strategic Business

Project Front Door

Central Costing Analyst

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39264)

Gazetted: 08 November 2018

Closing Date: 15 November 2018

Details: The Strategic Business branch delivers professional business change services that enable the ACT Government to deliver quality outcomes across government. Key focus areas include: optimising investment through change initiatives; identifying, supporting and enabling multi-directorate solutions; and delivering quality services that enable business areas to realise significant benefits. The Shared Services Project Front Door is a trusted advisor and partner to ACT Government Directorates in understanding their business problems and the technology and cost options to address these. Through the provision of these services the business will be able to

make better informed investment decisions and ultimately achieve more successful project outcomes. The role of the Costing Analyst is to engage with Directorates to facilitate annual budget bids and concept briefs. 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 review the Position Description and Job Advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. The applications should include a Curriculum Vitae and a two page pitch detailing your most relevant achievements in the last five years and how they relate to this position and its duties and the ability, ingenuity, experience and qualifications making you the best person for this role.

Contact Officer: Josh Martin (02) 6207 9006 josh.martin@act.gov.au

Partnership Services

Service Centre

Recruitment and Information Services

Team Leader

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 33491)

Gazetted: 08 November 2018

Closing Date: 22 November 2018

Details: The Service Centre has a vacancy in the Recruitment and HR Information Services team. The Team Leader roles sit in the on boarding and Careers teams. Team Leaders motivate and manage teams to deliver services in line with key performance indicators and support supervisors to make decisions on competing workload priorities.

Note: This is a temporary position available until February 2019 with the possibility of extension and/or permanency. A merit list may be established to fill future vacancies at level which may arise over the next 12 months.

How to apply: Please provide a completed Application Coversheet; a supporting statement of no more than two pages outlining your experience and abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description, please also submit your curriculum vitae.

Applications should be sent to the Contact Officer.

Contact Officer: Emma Georgiou (02) 6205 2860 emma.georgiou@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

Family Safety

Data and Policy Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 40341)

Gazetted: 13 November 2018

Closing Date: 27 November 2018

Details: The Office of the Coordinator-General for Family Safety (OCGFS) drives collaboration both across government and with the non-government sector to change how domestic and family violence support services are delivered and to ensure a whole of systems approach to family violence in the ACT. The Office is responsible for creating and fostering relationships between directorates and non-government organisations and ensuring effective consultation and engagement processes are in place. The Office provides strategic policy advice on domestic and family violence, responsibility for overseeing and reporting on implementation of agreed recommendations and strategies to develop key whole of government outcomes, and driving cultural change in relation to family violence. The Office is also responsible for working with directorates and non-government organisations to co-design the Family Safety Hub and develop a whole of government strategy for frontline worker training, which were key commitments in the ACT Government's comprehensive Response to Family Violence. It is anticipated the officer will work closely with the Performance and Accountability team in the Policy and Performance Branch, and the Family Safety team within the OCGFS. This unique working arrangement will build

closer ties across the two areas, working to build on the common objectives of the two areas including closely informing the data work and policy responses of the Family Safety team.

Note: This is a temporary position available until June 2019 with the possibility of extension and/permanency.

Contact Officer: Jane Pepper (02) 6205 9441 jane.pepper@act.gov.au

Office of the Director-General

Organisational Governance

Coordination Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 09300)

Gazetted: 12 November 2018

Closing Date: 19 November 2018

Details: Organisational Governance is seeking a high functioning Administrative Services Officer Class 6, Coordination Officer. The position sits in Organisational Governance and is primarily involved in key management functions including planning, controlling, monitoring and delivery of government support documentation for the CSD Executive and our Ministers. This includes the requirement to collate and coordinate a diverse range of high level information and documentation across the nine portfolio areas to ensure coherent delivery of responses to our Executive. The officer has significant contact with Directorate Officers, Executive and the Ministers' Offices requiring a high degree of sensitivity, as well as a highly responsive approach in responding to tight deadlines.

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

Contact Officer: Sheldon Fenning (02) 6205 0457 sheldon.fenning@act.gov.au

Corporate

Finance and Budgetary Management

Finance and Budgets

Executive Director, Corporate Services

Executive Level 2.4 \$324,854 - \$339,331 depending on current superannuation arrangements, Canberra (PN: E632)

Gazetted: 12 November 2018

Closing Date: 20 November 2018

Details: Community Services Directorate has responsibility for a wide range of human services functions in the ACT including: multicultural and community affairs; public and community housing services and policy; children, youth and family support services and policy; disability policy and services; therapy services; Child and Family Centres; the ACT Government Concessions Program; homelessness and community services.

Reporting directly to the Deputy Director-General, Community Services Directorate, applications are sought for a long term opportunity in the position of Executive Director, Corporate Services Community Services Directorate. The role of the Executive Director, Corporate Services is to lead the delivery of a range of corporate functions such as financial services, audit and risk management, people management, industrial relations, information management, media and communications and fleet and facilities management.

This position will have significant contact with other directorate executives and the Minister's office, requiring a high degree of sensitivity and confidentiality, as well as a flexible approach in responding to tight deadlines.

The Executive Director should have demonstrated skills in leading change management and service reform and have a proven record in the management of complex relationships, financial acumen and effective leadership.

Remuneration: The position attracts a remuneration package ranging from \$324,854 to \$339,331 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$263,216.

Contract: The successful applicant will be engaged under a performance based contract for a period of five years.

Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

Contact Officer: Dr Mark Collis mark.collis@act.gov.au (02) 6205 0839

Children, Youth and Families

Child and Youth Protection Services

CYPS Practice and Performance

Team Leader, CYPS Practice and Performance

Health Professional Level 4/Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 22908)

Gazetted: 08 November 2018

Closing Date: 26 November 2018

Details: Child and Youth Protection Services (CYPS) are seeking individuals with strategic and clinical leadership skills to manage the Audit and Compliance, and Operational Policy teams. They are responsible for leading and contributing to the work of the team in completion of audits and in initiating, developing and implementing operational policy, procedures and practice guidance that meets our statutory requirements while improving our ability to deliver a strong client focused service. The role will also be required to develop and manage projects as required, and provide supervision to staff within their teams. The team leader role is focused on supporting the continuous improvement of CYPS practice and decision making.

Eligibility/Other Requirements: Health Professional 4 Essential qualifications and experience: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline; five years' experience in human service delivery; Desirable qualifications and experience: Relevant tertiary qualifications in Project Management, Change Management or related discipline. Senior Officer Grade C Essential experience: Five years' experience in Human Service delivery. Desirable qualifications and experience: Relevant tertiary qualifications in Project Management, Change Management or related discipline. Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: This position will be filled at either the Health Professional 4 or Senior Officer Grade C, dependent on the skills and experience of the successful applicant.

Contact Officer: Sheree McMillan (02) 6207 4792 sheree.mcmillan@act.gov.au

**Children, Youth and Families Child and Youth Protection Services Practice and Performance
Cultural Services Team Family Group Conference Facilitator**

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 25211)

Gazetted: 8 November 2018

Closing Date: 22 November 2018

Details: Child and Youth Protection Services (CYPS) are seeking Aboriginal and Torres Strait Islander people to undertake the role of Family Group Conference Facilitator. Family Group Conferencing aims to improve outcomes for families and reduce the number of Aboriginal and Torres Strait Islander children in care. Family Group Conferencing provides families and extended family with a role in decision making about their children, developing effective family plans to keep their children safe. The position is responsible for the management and facilitation of Family Group Conferences and works in collaboration with children, young people, their families, CYPS Case Managers and relevant agencies. The position requires people with a demonstrated ability to work collaboratively in engaging with the community, a high level of cultural awareness, and relevant skills in facilitation and negotiation of complex meetings. The role works within the legislative provisions of the *Children and Young People Act 2008* and other relevant legislation to ensure outcomes are determined in the best interest of children and young people.

Eligibility/Other Requirements: 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. Experience in facilitation of groups/Mediation i.e. training, chairing meetings, group counselling sessions; proficiency in Aboriginal and Torres Strait Islander culture; at least three years practice experience working with children, young people and their carers or families; a current Driver's licence. Desirable qualifications and experience: Diploma or relevant tertiary qualifications in Human Services or Community Services is highly desirable. Aboriginal and Torres Strait Islander Identified Position: 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

Contact Officer: Jane Adams (02) 6207 3421 cypsrecruitment@act.gov.au

**Children, Youth and Families
Child and Youth Protection Services
Relationship Management**

Relationships Coordinator

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 33653)

Gazetted: 09 November 2018

Closing Date: 27 November 2018

Details: Child and Youth Protection services is seeking an individual with highly developed communication, liaison skills and negotiation skills to fulfil the role of Relationships Coordinator. The Relationships Coordinator plays a crucial role in managing funded community organisation relationships through effective procurement, relationship and contract management. Applicants should have knowledge of contemporary contract management, including data and financial analysis skills.

Eligibility/other requirements: Essential: At least five years practice experience working with children, young people and their carers or families; current driver's licence. Desirable: Relevant tertiary qualifications e.g. in Social Work, Psychology, Education or an allied health position (speech therapist, occupational therapist); experience in working in human services. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

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

Contact Officer: Adele Gillespie (02) 6207 1058 cypsrecruitment@act.gov.au

Education

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

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

School Performance and Improvement

Tuggeranong Network

Erindale College

Student Services Administration Manager - Erindale College

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 40794)

Gazetted: 08 November 2018

Closing Date: 15 November 2018

Details: Erindale College is seeking a highly motivated proactive person to undertake the position of Student Services Administration Manager who will work closely with the College Senior Executive to manage the operations and provide technical and/or professional support to the college's Student Services area. A school environment is dynamic, therefore tasks may change at the discretion of the immediate supervisor or principal and the successful officer needs to be flexible to work with change.

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

Note: Applicants are encouraged to phone the Contact Officer. Selection may be based on application and referee reports only.

Contact Officer: Craig Lyttle (02) 6142 2977 craig.lyttle@ed.act.edu.au

Service Design and Delivery

Student Engagement

School Psychology Service / Jervis Bay School

School Psychologist

School Psychologist \$77,680 - \$111,479, Canberra (PN: 34980)

Gazetted: 14 November 2018

Closing Date: 29 November 2018

Details: ACT Education is seeking applications from Psychologists to fill vacancy at Jervis Bay School. Applicants should have current experience and specific skills in working with children and adolescents with developmental, behavioural, learning and mental health issues. The successful candidate will work collaboratively within school

teams, multi-disciplinary teams and external agencies to address student learning needs through individual, group or whole school interventions with an emphasis on early intervention and prevention.

Eligibility/Other Requirements: Full general registration as a Psychologist with the Psychology Board of Australia OR full general registration as a Psychologist with the Psychology Board of Australia and Teacher registration with ACT Teacher Quality Institute. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: This position is permanent part-time at 14:42 hours (two days) per week and the full-time salary noted above will be paid pro-rata. This position will commence 29 January 2019. School Psychologists attract the same working conditions as teachers.

Contact Officer: Beth Matters 0435 659 277 beth.matters@ed.act.edu.au

Office for Schools

South Weston Network

Narrabundah Early Childhood School

Business Manager

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 00593)

Gazetted: 08 November 2018

Closing Date: 15 November 2018

Details: Narrabundah Early Childhood School caters for a diverse community. Children attend our school from six weeks to nine years of age. Our enrolments reflect 30% Aboriginal and Torres's Strait Islander and 35% of children have English as an additional language or dialect. Being able to deal with a wide range of families is imperative to the role. The Business Manager at NECS also participates in additional aspects of the school including our sustainability work and building a positive culture. An opportunity exists to join the collaborative education team at Narrabundah Early Childhood School. The successful applicant will manage and administer the school's finance, budgetary, human resources, risk and directorate compliance management and operational tasks. The Business Manager also provides administrative support to the Principal and School Board. This position includes supervision and development of non-teaching staff, liaising with a diverse client group as part of an integrated service including – National Disability Insurance Scheme (NDIS), childcare provider, ACT Health (MACH and Midwives), students, parents, members of the public, teaching staff and central office directorate personnel to ensure a high quality of customer service delivery. The Business Manager is part of the leadership team and works in partnership with the principal to ensure the needs of the school community are met and system requirements are fulfilled. The successful applicant will possess excellent communication and customer service skills and have the ability to work productively in an integrated service that has competing demands and a diverse client base.

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

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

Contact Officer: Bernadette Hayes (02) 6142 3828 bernadette.hayes@ed.act.edu.au

School Performance and Improvement

North and Gungahlin Network

Gungahlin College

Staffing Officer - Gungahlin College

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 40243)

Gazetted: 09 November 2018

Closing Date: 16 November 2018

Details: Gungahlin College is a Year 11 and 12 school in Gungahlin with a student population of 1,200. The position requires the successful candidate to work both in a team and independently, with a high attention to detail. A high level of interpersonal skills is required to support the College's senior executive team, teachers and administrative staff. Experience in staffing in a College setting will be highly regarded.

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.

The position requires a current First Aid certificate and a willingness to support students with complex physical needs.

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

Contact Officer: Chantelle Lawson (02) 6142 1000 chantelle.lawson@ed.act.edu.au

Service Design and Delivery

Student Engagement

Network Student Engagement Team

Administration Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 34215)

Gazetted: 12 November 2018

Closing Date: 26 November 2018

Details: Network Student Engagement Team (NSET) is seeking exceptional Administration Officers to perform professional, administrative and operational duties within the section. This will include processing and triaging incoming referrals from schools requesting support, managing enquiries, data collection, file management as well as day-to-day support for a multi-disciplinary team. The successful applicants will be committed to working within an inclusive workplace and will achieve this by establishing partnerships with schools and the Education Support Office.

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

Note: This is a temporary position available from 7 January 2019 until 5 July 2019 with the possibility of extension and/or permanency. A merit list may be established from this process to fill future vacancies at level which may arise over the next 12 months.

Contact Officer: Melinda Howard 0438 855 580 melinda.howard@ed.act.edu.au

School performance and Improvement

Belconnen Network

Kingsford Smith School

Classroom Teacher - Primary

Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 15816, several)

Gazetted: 12 November 2018

Closing Date: 26 November 2018

Details: Kingsford Smith School is a P-10 with approximately 900 enrolments. We operate as Professional Learning Community with a focus on collaboration, evidence informed practices and high levels of learning for all students. We are seeking a dynamic Classroom Teachers to join our primary and early childhood school teams. Our school has a strong focus on developing our students' literacy and numeracy skills within a contemporary learning environment. We implement Response to Intervention (RTI) as a model to support all children to learn at high levels. Our HERO (Harmony, Excellence, Respect, and Optimism) school values and Positive Behaviour for Learning (PBL) form the basis of our social and emotional learning programs.

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

- https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Note: These are temporary positions available from 27 January 2019 until 26 January 2024. Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Contact Officer: Alex Breen (02) 6142 3399 alex.breen@ed.act.edu.au

Office for Schools

South Weston

Forrest Primary School

Classroom Teacher

Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 16451)

Gazetted: 13 November 2018

Closing Date: 27 November 2018

Details: Forrest Primary School is a P-6 International Baccalaureate School delivering the Primary Years Programme. We are seeking a highly motivated and dynamic classroom teacher, committed to collaborative planning and inquiry learning to join our team.

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

Contact Officer: Hayley Singh (02) 6142 1470 hayley.singh@ed.act.edu.au

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

Office for Schools

Belconnen Branch

Kingsford Smith School

Classroom Teacher- High School Science

Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 17976)

Gazetted: 12 November 2018

Closing Date: 26 November 2018

Details: Kingsford Smith School is a P-10 with approximately 900 enrolments. We operate as Professional Learning Community with a focus on collaboration, evidence informed practices and high levels of learning for all students. We are seeking a dynamic classroom teacher to join our high school team, specifically in the Science area. Our school has a strong focus on developing our students' literacy and numeracy skills within a contemporary learning environment. We implement Response to Intervention (RTI) as a model to support all children to learn at high levels. Our HERO (Harmony, Excellence, Respect, and Optimism) school values and Positive Behaviour for Learning (PBL) form the basis of our social and emotional learning programs.

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

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

Contact Officer: Peter Radford (02) 6142 3399 peter.radford@ed.act.edu.au

Office for Schools

Belconnen Branch

Kingsford Smith School

Classroom Teacher- High School Humanities and Social Sciences

Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 15840)

Gazetted: 12 November 2018

Closing Date: 26 November 2018

Details: Kingsford Smith School is a P-10 with approximately 900 enrolments. We operate as Professional Learning Community with a focus on collaboration, evidence informed practices and high levels of learning for all students. We are seeking a dynamic Classroom Teacher to join our high school team, specifically in the Mathematics area. Our school has a strong focus on developing our students' literacy and numeracy skills within a contemporary learning environment. We implement Response to Intervention (RTI) as a model to support all children to learn at

high levels. Our HERO (Harmony, Excellence, Respect, and Optimism) school values and Positive Behaviour for Learning (PBL) form the basis of our social and emotional learning programs.
Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.
Contact Officer: Peter Radford (02) 6142 3399 peter.radford@ed.act.edu.au
Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Office for Schools

Belconnen Branch

Kingsford Smith School

Classroom Teacher- High School Mathematics

Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 25326)

Gazetted: 12 November 2018

Closing Date: 26 November 2018

Details: Kingsford Smith School is a P-10 with approximately 900 enrolments. We operate as Professional Learning Community with a focus on collaboration, evidence informed practices and high levels of learning for all students. We are seeking a dynamic Classroom Teacher to join our high school team, specifically in the Mathematics area. Our school has a strong focus on developing our students' literacy and numeracy skills within a contemporary learning environment. We implement Response to Intervention (RTI) as a model to support all children to learn at high levels. Our HERO (Harmony, Excellence, Respect, and Optimism) school values and Positive Behaviour for Learning (PBL) form the basis of our social and emotional learning programs.

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

Contact Officer: Peter Radford (02) 6142 3399 peter.radford@ed.act.edu.au

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

Office for Schools

Tuggeranong Network

Bonython Primary School

Classroom Teacher - Technologies (K-6)

Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 06839)

Gazetted: 14 November 2018

Closing Date: 28 November 2018

Details: Bonython Primary School is seeking a highly effective Classroom Teacher to work across Kindergarten to Year 6 in a release from face-to-face teaching role. The position has a strong focus on Technologies to enhance inquiry learning across the school. Bonython Primary School is an Inquiry School that focused on 'Learning with Purpose and Passion'. This underpins the school's beliefs that students learn best when there is meaning, context and high levels of engagement and empowerment. The school works in partnership with families to develop positive learning experiences for students where curiosity, creativity and passion is harnessed in contemporary learning spaces. Duties include, but not limited to: Link inquiry-based investigations to authentic contexts and purposes; create visible evidence of inquiry as an approach to learning; demonstrate knowledge and understanding of Design and Technologies curriculum to support students to effectively use design thinking and technologies; demonstrate knowledge and understanding of Digital Technologies to facilitate students use of computational thinking and information systems to define, design and implement digital solutions; guide and

facilitate inquiries for students to make informed and ethical decisions for a sustainable future; and collaborate with a dynamic team.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

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

Note: This is a temporary position available 27 January 2019 until 26 January 2020 with the possibility of extension.

Contact Officer: Gregory Terrell (02) 6142 0640 gregory.terrell@ed.act.edu.au

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

Office for Schools

North and Gungahlin Network

Amaroo School

Classroom Teacher

Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 06746, several)

Gazetted: 14 November 2018

Closing Date: 28 November 2018

Details: Amaroo School is a P-10 school located in the North and Gungahlin Network. We are seeking a number of dynamic classroom teachers to join our team. The successful applicants will be able to work in a large collaborative educational team to deliver an engaging, differentiated learning program. They will demonstrate and ability to meet the needs of students with diverse learning requirements and a willingness to employ futures focused technology.

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

Note: Applicants are encouraged to visit the school website for detailed information and make contact with the Contact Officer directly.

Contact Officer: Emma Bartlett (02) 6142 1284 emma.bartlett@ed.act.edu.au

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

Business Services

People and Performance

HR People Services

Casual Classroom Teacher

Classroom Teacher \$64,411 - \$101,821, Canberra (PN: C02201)

Gazetted: 13 November 2018

Closing Date: 28 February 2019

Details: The ACT Education Directorate is seeking enthusiastic and suitable applicants to join our Classroom Teacher Casual Employment Register.

If you want to be a part of the Directorate's vision, that all young people in the ACT learn, thrive and are equipped with the skills to lead fulfilling, productive and responsible lives; are focussed on developing the capabilities of children and young people for citizenship, community engagement and successful labour market outcomes; and wish to ensure that young people are engaged in schooling for overall individual and social wellbeing than this may be your opportunity.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI)

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

Note: This is a casual register only. Further enquiries can be made via email: edusims@act.gov.au or by phoning (02) 6205 5000. For further information on the Directorates vision, Strategic Plan and teaching in ACT Public Schools, please see our website [here](#).

How to Apply: Please complete the "Application to Register as Classroom Teacher" package only. Completed applications must be returned via email to: eduteachingincanberra@act.gov.au.

Contact Officer: HR People Services (02) 6205 5000 edusims@act.gov.au

Office for Schools

Belconnen Branch

Kingsford Smith School

Classroom Teacher- High School Technology (Wood and Metalwork)

Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 25324)

Gazetted: 13 November 2018

Closing Date: 27 November 2018

Details: Kingsford Smith School is a P-10 school with approximately 900 enrolments. We operate as Professional Learning Community with a focus on collaboration, evidence informed practices and high levels of learning for all students. We are seeking a dynamic Classroom Teacher to join our high school team, specifically in the Wood and Metalwork area. Our school has a strong focus on developing our student's literacy and numeracy skills within a contemporary learning environment. We implement Response to Intervention (RTI) as a model to support all children to learn at high levels. Our HERO (Harmony, Excellence, Respect, and Optimism) school values and Positive Behaviour for Learning (PBL) form the basis of our social and emotional learning programs.

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

Note: This is a temporary position available 27 January 2019 until 26 January 2020 with the possibility of extension.

Contact Officer: Peter Radford (02) 6142 3399 peter.radford@ed.act.edu.au

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

School Performance and Improvement

Tuggeranong Network

Namadgi School

Classroom Teacher English/Humanities

Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 30757)

Gazetted: 12 November 2018

Closing Date: 26 November 2018

Details: Namadgi P-10 school is seeking an enthusiastic Secondary Teacher in the Key Learning Areas of English and Humanities. The successful candidate will teach English and Humanities to year 7-10 students working in a small and highly committed team. They will possess strong relationship building skills, and expert Key Learning Areas knowledge.

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

Contact Officer: Tiffany Mahon (02) 6142 0900 tiffany.mahon@ed.act.edu.au

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

Office for Schools

Tuggeranong Network

Namadgi School

Youth Support Worker

School Assistant 4 \$61,214 - \$66,285, Canberra (PN: 30523)

Gazetted: 13 November 2018

Closing Date: 20 November 2018

Details: The successful applicant will be required to develop, implement and manage programs appropriate for young adolescents aimed at engaging them in learning and enhancing their social skills and personal development. The Youth Worker position duties will also include assisting students to access appropriate external community-based youth support services and programs that will support school connectedness and general health and wellbeing. The applicant should possess sound knowledge and understanding of current issues affecting young people.

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

Minimum Certificate IV Qualification in Youth Work.

Contact Officer: Gareth Richards (02) 6142 0900 gareth.richards@ed.act.edu.au

Office for Schools

North/Gungahlin

Dickson College

Executive Assistant - Dickson College

School Assistant 4 \$61,214 - \$66,285, Canberra (PN: 38843)

Gazetted: 09 November 2018

Closing Date: 23 November 2018

Details: Dickson College is seeking a highly motivated individual to fill the position of Executive Assistant. The successful applicant will provide Executive support to the Principal and Executive Staff including diary/calendar management and coordination and oversight of the workflow of the Principal's office. Good communication skills and the ability to liaise with all stakeholders are a prerequisite. Other key tasks include provision of professional secretariat support, coordination and support of meetings, presentations and assistance with organising other school events. The successful applicant will also perform front office duties as required and work as a key member of the front office team.

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

Contact Officer: John Clink (02) 6142 0140 john.clink@ed.act.edu.au

Office for Schools

North and Gungahlin

Turner School

Administrative Support Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 31422)

Gazetted: 14 November 2018

Closing Date: 28 November 2018

Details: Turner School is seeking a highly organised and energetic person with a broad set of skills to support the Principal and Business Manager in the day to day administrative operation of the school. The successful candidate will possess a proven ability to work independently and as part of a team to provide operational, administrative and technical support, including experience in the management of the schools finances and managing ICT processes and systems.

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

Note: This is a temporary position available 31 January 2019 until 1 November 2019.

Contact Officer: Robyn Watson (02) 6142 2434 robyn.watson@ed.act.edu.au

School Performance and Improvement

North and Gungahlin Network

Gungahlin College

Student Absence Officer

School Assistant 2 \$45,058 - \$49,757, Canberra (PN: 25402)

Gazetted: 12 November 2018

Closing Date: 19 November 2018

Details: This position is part of the vibrant Student Services team at Gungahlin College (Years 11 and 12 plus a Year 10 gifted and talented program). Daily hours are 8.30am to 3.30pm, slight negotiation is possible. We are seeking a collaborative team member with excellent attention to detail to enter and update student attendance within Sentral to ensure student attendance and other attendance variations are recorded accurately on a daily basis. This position is the first point of contact for the College in relation to student attendance. The successful applicant will have effective communication skills as they will be in constant communication with parents/carers, staff and students via email, phone, SMS and in person. They will also be responsible for providing general administrative support within the Student Services team including student records management.

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

Note: Applicants are encouraged to phone the Contact Officer prior to applying.

Contact Officer: Chantelle Lawson (02) 6142 1000 chantelle.lawson@ed.act.edu.au

Business Services

Infrastructure Capital Works

Asset Strategies

Senior Manager

Infrastructure Officer 5 \$142,761, Canberra (PN: 33443)

Gazetted: 09 November 2018

Closing Date: 11 December 2018

Details: The Infrastructure and Capital Works (ICW) Branch implements and manages ongoing infrastructure programs which provide sustainable, high quality learning and teaching environments for students and fit for purpose facilities for Directorate staff. The branch initiates the development of new schools and supports the projects through design, construction and commissioning. ICW and the schools work collaboratively to manage the existing ACT Public School infrastructure as defined in the School Management Manual. ICW is also responsible for management of the Education Directorate's leased and owned corporate office facilities and the branch provides a variety of specialised technical services to stakeholders throughout the Directorate. The Asset Strategies section delivers strategic programs and technical advice to drive evidence-based changes in infrastructure management.

Are you a high performing and dynamic individual who has experience in managing and preparing the preparation of policies, procedures, operational guidelines and strategic plans, particularly within an infrastructure environment? If so, this may be the challenge you are looking for.

Contact Officer: Rodney Bray (02) 6205 1289 rodney.bray@act.gov.au

School Performance and Improvement

South and Weston Network

Alfred Deakin High School

Deputy Principal

School Leader B \$136,828, Canberra (PN: 13624)

Gazetted: 12 November 2018

Closing Date: 26 November 2018

Details: Alfred Deakin High School is seeking a School Leader B to join a dynamic and innovative leadership team, with a focus on improving student outcomes through the design, implementation and evaluation of improvement initiatives aligned to the Future of Education Strategy. Specifically, the role will focus on leading the school's strategic approaches to student wellbeing and diversity. The successful candidate will be responsible for driving a school culture of inclusion and excellence in personalised learning. They will be accomplished in the use of data and evidence informed strategic planning practices, as well as in methodologies for developing the capacity of teaching and leadership teams.

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

Contact Officer: David Briggs (02) 6142 3888 david.briggs@ed.act.edu.au

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

School Performance and Improvement

Learning and Teaching

Pedagogy

Manager

School Leader B \$136,828, Canberra (PN: 02807)

Gazetted: 09 November 2018

Closing Date: 30 November 2018

Details: The Pedagogy section is seeking a high performing officer (School Leader B) to lead implementation of the Academy of Futures Skills. The successful candidate will demonstrate: expertise in the design and implement evidence-informed education initiatives, including curriculum, assessment and evaluation projects; proactive and responsive leadership, within an authorised environment; the ability to work both independently and in a team; strengths-based leadership approaches and team-building capability; excellent written communication skills, including writing for government; excellent interpersonal skills and the ability to collaborate with a range of internal and external stakeholders to develop and deliver high quality learning programs; commitment to public service values and workplace health and safety principles and practices.

Eligibility/Other Requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain). Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

How to apply: Applicants should submit a curriculum vitae, including the names and contact details of two referees, and statement against the following leadership capabilities: Professional Practice 1 - Leading teaching and learning Professional Practice 2 - Developing self and others Professional Practice 3 – Leading improvement, innovation and change Professional Practice 4 – Leading the management of the school/section Professional Practice 5 – Engaging and working with the community.

Note: Please note this is an office-based position and stand down periods do not apply.

Contact Officer: Josephine Andersen (02) 6205 9350 josephine.andersen@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.

School Performance and Improvement

Belconnen Network

School Leader C Humanities

School Leader C \$117,515, Canberra (PN: 31892)

Gazetted: 08 November 2018

Closing Date: 22 November 2018

Details: To lead the Humanities Faculty through supporting staff with the on-going implementation of the Australian Curriculum and the adoption of 21st Century pedagogy and student learning. The applicant, as a member of the executive team, will provide leadership in the development, implementation and achievement of school and system priorities as a Professional Learning Community (PLC) school.

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

Note: This is a temporary position available from 28 January 2019 until 20 December 2019.

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

Contact Officer: David McCarthy (02) 6142 1690 david.mccarthy@ed.act.edu.au

School Performance and Improvement

Learning and Teaching

Pedagogy

Executive Officer

School Leader C \$117,515, Canberra (PN: 02281)

Gazetted: 12 November 2018

Closing Date: 26 November 2018

Details: The Pedagogy section is seeking a high performing School Leader with expertise in gifted and talented education. The successful applicant will: lead implementation of key Australian Government, Ministerial and Directorate strategic priorities to support high quality teaching and strengthen equitable learning outcomes; collaborate across schools and the Education Support Office to design school improvement initiatives that strengthen evidence-informed, flexible and innovative pedagogy; lead system initiatives that strengthen effective pedagogy, including through project management, procurement, policy review, stakeholder engagement and evaluation processes; provide expert, timely advice to Directorate senior executive and the Minister through high quality briefing papers, project plans, and reports; prioritise and manage workload, budget and resources.

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

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

Note: This is a temporary position commencing 28 January 2019 until 24 January 2020 with the possibility of extension. Please note this is an office-based position and stand down periods do not apply.

How to Apply: Applicants should submit a curriculum vitae, including the names and contact details of two referees, and a two page expression of interest addressing the following leadership capabilities: 1) Leading teaching and learning 2) Developing self and others 3) Leading improvement, innovation and change.

Contact Officer: Josephine Andersen (02) 6205 9350 josephine.andersen@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.

School People and Performance

Tuggeranong

Charles Conder Primary School

Family and Community Engagement Coordinator

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 41742)

Gazetted: 12 November 2018

Closing Date: 26 November 2018

Details: Charles Conder Primary School is seeking a dynamic, motivated Health Professional to work with individuals, families, groups in the context of the Charles Conder community. The person will be required to work directly with a range of client groups and often undertake roles in case work, counselling, advocacy, community engagement and development, and also social action to address issues at both the personal and social level. This position will require specialisation in supporting young children and families and a thorough understanding of child development phases and behaviour interventions. This person will need to work in collaboration with the school leadership and student support team.

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

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

Contact Officer: Jason Walmsley (02) 6142 0177 jason.walmsley@ed.act.edu.au

System Policy and Reform

Enrolments and Planning

Planning

Planning Manager and Planning Assistant Manager

Senior Officer Grade C/Senior Officer Grade B \$100,461 - \$133,197, Canberra (PN: 41801, several)

Gazetted: 12 November 2018

Closing Date: 29 November 2018

Details: ACT Education School Planning team seeks a sharp, analytical mind to contribute to the high priority task of planning for new schools for the growing city of Canberra.

Eligibility/Other Requirements: A premium is placed on critical and innovative thinking skills for this position; knowledge of the strategic and regulatory environment pertaining to ACT planning will be highly advantageous.

Note: This is a temporary position available ASAP until end of June 2019 with the possibility of extension and/or permanency. This position will be filled at either the Senior Officer Grade C (SOGC) or Senior Officer Grade B (SOGB) level, dependant on the skills and experience of the successful applicant.

How to Apply: Along with current curriculum vitae and referee details, applicants should provide a single two to three page submission (or "pitch") covering the Selection Criteria for both positions and specify if they wish to be considered for both the SOGC or SOGB level. A single submission is required; applicants are not required to provide separate submissions for each position level.

Contact Officer: Margaret Stewart (02) 6207 9334 margaret.stewart@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

Environment

Catchment Management and Water Policy

ACT Healthy Waterways

Project Management Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 34931)

Gazetted: 12 November 2018

Closing Date: 29 November 2018

Details: The ACT Healthy Waterways Team is looking for a dynamic, outcome focused individual to help us deliver the \$93m Water Quality Infrastructure and Waterway Monitoring program. If you have an interest in water quality, can balance competing priorities and thrive in a team based environment you should apply for this position. In this role you will be working with ACT Government directorates, the Canberra and region community, the Australian Government and private sector contractors to ensure we get the best water quality outcome for the ACT and the Murray Darling Basin. You will be involved in project and sustainability reporting, project governance

and project management. You will support the establishment of an innovative monitoring, data management and modelling framework and be an advocate for improved water management in the ACT.

Note: This is a temporary position available ASAP until 30 June 2019 with the possibility of extension. The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Justin Foley (02) 6205 8062 justin.foley@act.gov.au

**Chief Operating Officer Governance Compliance and Legal Governance and Assurance
Audit and Risk Officer**

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 30780)

Gazetted: 9 November 2018

Closing Date: 21 November 2018

Details: We are seeking a confident and enthusiastic individual to join our team. The successful candidate will work with the Audit and Compliance Manager to provide the secretariat function to the Directorate's Audit Committee. This will include: Liaising with Committee members; assisting in the preparation of meeting agendas and papers; working with Executives and their teams to support effective reporting. As part of the role the successful candidate will also have the opportunity to contribute to a range of risk management and governance activities underway in the Directorate.

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

How to Apply: Please submit a response to the Selection Criteria, your resume and the contact details for two referees.

Contact Officer: Jasmin Singh (02) 6205 3477 jasminder.singh@act.gov.au

Planning Delivery

Impact Assessment and Business Improvement

Business Improvement and Assessment Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 16477)

Gazetted: 12 November 2018

Closing Date: 26 November 2018

Details: The Planning Delivery Division is seeking a Business Improvement and Assessment Officer to work across the Division and provide support on all matters relating to development assessment. The Business Improvement and Assessment Officer will have strong customer service skills and will be required to liaise with the development industry and the community. The successful applicant will have excellent communication skills, be a creative thinker and be well organised. You will also have a well-developed understanding of the planning context in the ACT and be able to prepare written briefs and correspondence for the Directorate's Executive and Minister. You must be able to contribute to a culture of continuous improvement and suggest new ways of doing things to improve our assessment and business processes.

Eligibility/Other Requirements: Experience or qualifications in Urban and Regional Planning, Architecture, Environmental Science, Leasing Property or Law would be an advantage.

Note: The Environment, Planning and Sustainable Development Directorate will be moving to a new work place designed for activity – based working (ABW) in February 2020. Under ABW arrangements officer will not have a designated workstation/desk.

Contact Officer: Terri-Ann English (02) 6207 1780 terri-ann.english@act.gov.au

Climate Change and Sustainability

Carbon Neutral Government

Program Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 36377)

Gazetted: 09 November 2018

Closing Date: 23 November 2018

Details: A great opportunity exists for a motivated individual with strong communication, analytical and problem solving skills who is committed to providing exceptional customer service and delivering outcomes for stakeholders. The Carbon Neutral Government team is looking for a flexible, responsive, collaborative and self-directed officer (data management) who is motivated to work within in a fast paced environment. The successful applicant will be responsible for delivering a high quality service to ACT Government stakeholders and assisting with the maintenance of the Enterprise Sustainability Platform (a Whole of ACT Government database containing energy, water and fuel consumption, cost and emissions data). This will include setting up and maintaining data and improving data management, assisting ACT government agencies in accessing, analysing and reporting data, developing and administering user training workshops, and supporting contract and budget management. This position requires strong analytical and problem solving skills with demonstrated experience working with datasets and delivering outcomes for stakeholders. The Environment, Planning and Sustainable Development Directorate will be moving to a new work place designed for activity – based working (ABW) in February 2020. Under ABW arrangements officer will not have a designated workstation/desk.

Note: This is a temporary position available ASAP until 17 January 2019 with the possibility of extension.

Contact Officer: Claire Hendrie (02) 6205 7334 claire.hendrie@act.gov.au

Sustainability and the Built Environment

Urban Renewal

Public Housing Renewal Taskforce

Senior Program Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 39346)

Gazetted: 14 November 2018

Closing Date: 28 November 2018

Details: Urban Renewal is seeking an exceptional leader to undertake the role of Senior Program Manager for the Public Housing Renewal Taskforce. This position provides high level leadership and management to a small team working under high pressure with tight deadlines. You will be an expert source of advice on governance reporting as well as steering committee processes. You will require a detailed understanding of ACT Government policy and procedures with the ability to interpret and apply legislation in managing risk, budgeting, procurement, annual reporting and Freedom of Information requests. The occupant will be expected to: Provide high level expert advice, governance and policy guidance to senior executives on complex strategic issues, proposals and documents in relation to the public housing renewal program; undertake and oversee complex Ministerial correspondence, briefings, speeches and talking points, Cabinet submissions, business cases and strategic documents for the Executive team; liaise with and represent the Taskforce in meetings with other agencies, the ACT community and various other external organisations; and provide high level secretariat support to the Public Housing Renewal Steering Committee.

Note: This is an expected temporary vacancy available 1 December 2018 until 30 September 2019 with the possibility of further extension to 31 December 2019. Selection may be based on application and referee reports only.

Contact Officer: Joyce Chow (02) 6207 6498 joyce.chow@act.gov.au

Manager, Energy Policy

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 25130)

Gazetted: 13 November 2018

Closing Date: 6 December 2018

Details: Energy Markets and Renewables Branch is seeking a self-motivated and organised individual, who has a strong policy and stakeholder focus to lead the Energy Policy Team. The Energy Policy Team is a small team with an ambitious work program within the Climate Change and Sustainability Division. Energy policy is a dynamic area of public policy development which combines economic, social and environmental elements. The Manager, Energy Policy reports to the Senior Manager, Energy Markets and Renewables Branch and has two to three direct reports. The vacancy presents an ideal opportunity to apply and demonstrate core public policy skills in an area of considerable interest to government and the community. Under limited direction, the Manager will: Lead policy development processes drawing on the latest evidence, questioning biases and assumptions, consulting with experts, engaging and empowering stakeholders, developing creative solutions for the benefit of the ACT

community Develop and advocate for policy positions of national policy reforms Manage staff including developing and implementing recruitment and retention strategies, professional development to unlock capability and passion, OH&S and workplace diversity and ongoing management administration functions (timesheets etc.) Build team capability for effective communication (documents, presentations, oral communication etc.), be a final point of quality control in the document authorising process Represent your team and the broader organisation, with the Executive and Minister at community events and interjurisdictional forums, based on the principles of inclusiveness, respect and integrity Lead compliance with internal processes including matters of probity, maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Tertiary qualifications in Economics, Engineering, Public Policy, Physical or Social Sciences, or similar, are essential. Familiarity with or previous experience in energy markets and/or energy policy is essential. If you require more information about this role please contact the Contact Officer. For further information about EPSDD, its roles and functions, employment conditions, office locations and other related resources, please visit <http://www.environment.act.gov.au/>

Note: The Environment, Planning and Sustainable Development Directorate (EPSDD) will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Daniel Harding (02) 6207 7533 daniel.harding@act.gov.au

Environment

Nature Conservation Policy

Natural Environment

Senior Policy Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 19482)

Gazetted: 09 November 2018

Closing Date: 27 November 2018

Details: The Natural Environment Section within the Environment, Planning and Sustainable Development Directorate is seeking a highly motivated, experienced and suitably qualified person to fill the role of Senior Policy Officer. The Section focuses on policy development for biodiversity conservation, natural resource management and primary industries and leads the review and development of legislation relating to nature conservation and fisheries management and is responsible for overseeing implementation of the ACT Nature Conservation Strategy. The Section has a focus on biodiversity adaptation and achieving landscape scale conservation outcomes across public and private land. This role will require you to: develop and lead policy development projects, including development of strategies, plans and legislative change; develop and provide high level strategic policy advice and briefings to Senior Executives, Ministers and the Government; and represent the Directorate in communication with a variety of Government Agencies, community groups and the general public. Candidates should have a high level of oral and written communication skills, high level interpersonal skills and a proven ability to manage competing priorities. You should have good knowledge and experience in developing policy and progressing reforms in relation to nature conservation and sustainable resource use. The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/ desk.

Eligibility/Other Requirements: Tertiary qualifications in Environmental Science, Natural Resource Management, public policy or a related discipline are highly desirable.

Note: This is a permanent full-time position however part-time arrangements may be considered.

Contact Officer: Kathryn Tracy (02) 6207 5717 kathryn.tracy@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

ACT Emergency Services Agency

Governance and Logistics

Governance and Procurement

Senior Officer, Governance and Procurement

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 15609)

Gazetted: 13 November 2018

Closing Date: 27 November 2018

Details: ACT Emergency Services Agency (ESA) is looking for a Senior Officer who is comfortable with change and has a track record of providing a high level of customer service. This position provides significant support in the delivery and implementation of ESA's key objectives. The ESA is about improving community safety for Canberrans whilst the city expands and the population grows. Governance and Logistics is about enabling the operational areas of Emergency Services Agency to better service the needs and expectations of the community. The ACT Emergency Services Agency, within the Justice and Community Safety Directorate, is responsible for emergency management and response, and related support arrangements in the Territory. The Agency has four operational services; ACT Ambulance Service (including SouthCare Aeromedical Rescue Service); ACT Fire and Rescue; ACT Rural Fire Service; and ACT State Emergency Service. A collaborative, solutions-focused team member is required who can demonstrate a strong record in public sector governance, project management, high level communication, organisational change and business improvement. The successful applicant will report directly to the Senior Manager, Governance and Procurement and has responsibility for delivering key projects in the Governance and Procurement team.

Eligibility/Other Requirements: Experience in governance, reporting, procurement and contract management highly desirable. This position may require a pre-employment medical. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

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

Note: Suitability for this position will be assessed on your behaviour, knowledge and skills in relation to the duties/responsibilities listed in the position description. This is a permanent position and an order of merit may be established to fill future vacancies at level. This position is being re-advertised and previous applicants need not re-apply.

How to Apply: If you're interested in the role, please send through a two page pitch with your Curriculum Vitae and contact details of at least two referees to jobs@act.gov.au. The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria, but indicate your capacity to perform the duties and responsibilities at the specified classification. Detail your greatest achievement in the last five years and how it relates to this position and its duties; and outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

Contact Officer: Rebecca Georges (02) 6207 4079 rebecca.georges@act.gov.au

Public Trustee and Guardian

Senior Trust Officer

Trust Officer Level 2 \$79,066 - \$96,063, Canberra (PN: 42534)

Gazetted: 09 November 2018

Closing Date: 23 November 2018

Details: We are an independent ACT Territory Authority providing professional guardianship, financial management and trustee related services. We have an anticipated Senior Trust Officer vacancy in our Wills, Estates and Trust Unit. The Wills, Estates and Trusts Unit provides a traditional trustee service comprising Deceased Estates administration; preparation of Wills and Enduring Power of Attorney, Trust Administration and administration of Confiscated Criminal Assets. In this role, the successful applicant will administer complex deceased estates and trusts including, but not limited to, the following responsibilities: Preparation of formal documents applying for probate, letters of administration and other orders to administer deceased estates; realisation of assets and identification and payment of estate liabilities; arrange distribution of net proceeds of estates to beneficiaries; preparation of correspondence with and respond to enquiries to beneficiaries, creditors, solicitors, ACT Policing, Director of Public Prosecutions (DPP) and other interested parties ; Where necessary arrange for the carrying on of any business of deceased persons; administration of trusts including establishment of trust, providing for advancement and maintenance of beneficiary in accordance with the terms of the trust and statutory powers, distribution at end of trust, preparation of correspondence with beneficiaries and other interested parties concerning the trust; undertake file reviews and audits; take instruction for and prepare and arrange execution of Wills and Enduring Power of Attorney; supervise and Mentor Level 1 Trust Officers.

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, a current driver's licence, the ability to use computer applications are essential. Completion or partial completion of Legal Studies, Accounting or other relevant trustee industry recognised qualifications are highly desirable. Note: This is a temporary position available for a period of six months with the possibility of extension and/or permanency.

Contact Officer: Denise Caldwell (02) 6207 9800 denise.caldwell@act.gov.au

ACT Corrective Services Canberra

Custodial Operations

Correctional Officer Class 2

Correctional Officer Class 2 \$75,888 - \$81,291, Canberra (PN: 48816, several)

Gazetted: 09 November 2018

Closing Date: 23 November 2018

Details: ACT Corrective Services (ACTCS) is pleased to announce exceptional career opportunities for individuals interested in becoming Area Supervisors). We would like to hear from people who are interested in: (1) community safety; (2) leading a team to promote and maintain safety and security in a custodial environment; and (3) supporting improved rehabilitative outcomes amongst individuals and groups of individuals in custody. In this role you will assist with the day to day operations of ACT correctional facilities, including supervision and management of Correctional Officers (Class 1), allocation of resources, caseloads and monitoring work flow. You will also participate in case management, promoting rehabilitation by encouraging participation and pro social activities amongst detainees. To be successful, you will demonstrate an understanding of and commitment to best practice detainee management. You will also be able to demonstrate exceptional communication and interpersonal skills. As this is a supervisory position, you will possess a demonstrable capacity to effectively and efficiently manage staff and resources. You will also demonstrate a passion for people and a commitment to the promotion of a positive and rehabilitative culture and environment. These positions are based in Canberra, ACT. Eligibility/Other Requirements: To be eligible for permanent appointment, you must be an Australian citizen or a permanent resident of Australia (includes New Zealand citizens). Relevant custodial experience or Certificate III in Correctional Practice (Custodial) are essential. If a Certificate III in Correctional Practice (Custodial) is not held it must be attained within 12 months of date of entry to service.; relevant tertiary qualifications or equivalent experience are desirable; current unrestricted manual driver's licence and Senior First Aid Certificate are essential requirements; eligible applicants may be required to undergo pre-employment psychological and medical testing and a Police Record check. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804 Note: Current Correctional Officers of ACT Corrective Services will be required to undertake each stage of the recruitment process except the psychometric assessment and the medical assessment; however, progression from one stage to the next is not assured and will depend on performance compared to all other candidates, including external candidates, assessed at each stage.

How to Apply: Applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified Selection Criteria; (3) a current resume; (4) the names and contact details of two referees (one should be a current Supervisor/Manager); and (5) a copy of their driver's licence. Please ensure you submit all five items.

Contact Officer: Jason Russell (02) 6205 3443 jason.russell@act.gov.au

ACT Corrective Services

Corporate Services

People and Cultures Unit

Rostering Administration Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 34245)

Gazetted: 12 November 2018

Closing Date: 26 November 2018

Details: ACT Corrective Services is looking for an enthusiastic, motivated and conscientious person to fill the position of Rostering Administration Officer in the People and Culture Unit. The successful applicant will be required to provide human resources administration support to ensure effective and efficient rostering operations, including managing and maintaining accurate records and documentation for all staffing/payroll matters, management of unplanned leave and roster shortfalls and implementing change and software enhancements, errors, corrections and upgrades. In addition, you will liaise with administrative, custodial staff and other relevant individuals and provide advice on staffing matters that may arise and maintain a working knowledge of relevant industrial agreements, and agency specific policy and procedures. Further to this, you will be expected to communicate clearly with a diverse workforce, and maintain effective working relationships with internal and external stakeholders.

Eligibility/Other Requirements: Demonstrated experience in the use and/or administration of an online rostering system, Human Resource Management, or related fields would be highly desirable; demonstrated computer literacy with experience in the use of Windows based computer applications. The successful candidate may be required to undergo a criminal record check.

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

How to Apply: Applicants are required to submit four items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified Selection Criteria; (3) a current resume; and (4) the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all four items.

Contact Officer: Megan Vincent (02) 6205 1754 megan.vincent@act.gov.au

ACT Corrective Services

Community Correction and Release Planning

Throughcare

Throughcare Transition Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 34221)

Gazetted: 12 November 2018

Closing Date: 26 November 2018

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated and conscientious people to join the Programs and Reintegration Unit as a Throughcare Transition Officer. The primary function of the Throughcare Initiative is to reduce the likelihood of reoffending through coordinating existing supports and services to assist ex-detainees integrate into the community as positive contributors. The successful applicant will be responsible for supporting detainees, both pre-release and post-release, from the Alexander Maconochie Centre who are returning to the ACT Community, for up to 12 months post release. Whilst clients are in custody, this will be their AMC Case Manager – whilst in the community, this will be their Parole and Probation Officer. In addition, Transition Officers will be required to establish and support referrals to services surrounding: Community supervision requirements – encompassing Parole and Good Behaviour Orders; basic needs; accommodation; health care/mental health. Income support and employment; restoring connections with family, community and culture. To be successful, you will demonstrate strong administrative capability, have the ability to think and act in a busy operational environment, possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

Eligibility/Other Requirements: Familiarity with computer based applications would be an advantage. Eligible persons may be required to undergo a Police check and a current driver's licence is essential.

Note: This is a temporary position available for a period of six months with the possibility of extension. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

How to Apply: Applicants are required to submit five items: (1) ACT Government Application over Sheet; (2) statement of claims against specified Selection Criteria; (3) a current resume; (4) the names and contact details of two referees (one should be a current Supervisor/Manager) and (5) Current driver's licence. Please ensure you submit all five items.

Contact Officer: Elisabetta Marin (02) 6205 2623 elisabetta.marin@act.gov.au

ACT Government Solicitor

Library Services

Executive

Library Assistant

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 03878)

Gazetted: 13 November 2018

Closing Date: 27 November 2018

Details: The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, ministers and office holders. As the Territory legal advisor, the ACTGS comprises 80 lawyers focussed on excellent client and legal service delivery. We are a supportive team, actively encouraging professional development and offering competitive remuneration and employment arrangements. The Library provides services to support the work of the Directorate in particular to those staff who provide policy advice to the government and those who represent the ACT Government in the courts and tribunals. Working as part of the Library team the successful candidate will contribute to the provision of quality Library Services. You will act as first point of contact for phone and email enquiries, undertake circulation desk duties, answer to less complex reference questions, provide an interlibrary loans service, order, accession and catalogue new Library material and attend to general Library duties. The successful candidate will have well-developed Library technician skills and proficiency in the use of Microsoft Office Suite, Adobe Pro and use of the Spydus Library Management System or ability to quickly learn new programs/databases. If you are committed to excellence and delivery and have a strong desire to contribute to the diverse activities of the Territory, a career with ACTGS should be considered. Eligibility/Other Requirements: Recognised TAFE qualifications in Library and Information Studies OR extensive experience in a Law Library or other specialist Library.

Note: Salary is dependent on relevant qualification, experience and demonstrated ability against the Selection Criteria. Employment conditions are detailed in the ACT Public Service Administrative and Related Classifications Enterprise Agreement 2013 - 2017 (see link). An order of merit may be established to fill future vacancies at level over the next 12 months. Selection may be based on application only. To find out more about ACTGS visit our website at www.actgs.gov.au.

How to Apply: Applications must enclose a current Curriculum Vitae and indicate their availability to commence. Contact Officer: Carmel Leahy (02) 6207 0705 carmel.leahy@act.gov.au

ACT Emergency Services Agency

People and Culture

ESA Training

Manager, ESA Training

Senior Officer Grade A \$137,415, Canberra (PN: 07334)

Gazetted: 13 November 2018

Closing Date: 20 November 2018

Details: The ACT Emergency Services Agency (ESA) is seeking an experienced and motivated Senior Manager to lead the ESA Training team. The successful applicant will use their highly developed leadership and management skills to lead quality training and staff development opportunities across the broad range of ESA operations. The Manager ESA Training is responsible for: the provision of strategic advice on learning and development; day-to-day oversight of the ESA Registered Training Organisation; and the development and provision of learning and development initiatives to support and enable staff and volunteers to carry out their duties safely, efficiently and effectively.

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

How to Apply: Your application should include: 1) Curriculum Vitae that provides a summary of work history and qualifications (no longer than three pages) 2) A two page statement of achievements, outlining your capability to fulfil the roles and responsibilities of the Manager, ESA Training.

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

Contact Officer: Brendan Stevens (02) 6207 9981 brendan.stevens@act.gov.au

ACT Courts and Tribunal

ACT Magistrates Court

Legal Manager

Legal 2 \$135,195 - \$140,752, Canberra (PN: 42375)

Gazetted: 09 November 2018

Closing Date: 23 November 2018

Details: The ACT Courts and Tribunal is seeking a highly motivated and experienced lawyer to undertake the role of Legal Manager and Deputy Registrar ACT Magistrates Court. The successful applicant will be expected to apply professional judgement when exercising statutory powers and responsibilities of a Deputy Registrar of the Court and be able to work effectively to assist the Registrar and Magistrates with wide-ranging legal and administrative duties, both in court and chambers and conduct a range of case management activities. The successful applicant will also provide high legal and policy advice as required, exercise sound judgement in relation to the management and investigation of complex and sensitive matters and is expected to be able to build sound working relationships with a range of key stakeholders and members of the community. The ACT Courts and Tribunal is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people. For information on the ACT Courts and Tribunal please visit: www.courts.act.gov.au

Eligibility/other requirements: Applicants for this role must be admitted as legal practitioner and have at least five years post admission experience in litigation or litigation related areas. Although not essential experience in civil litigation would be an advantage.

Note: This is a temporary vacancy available 21 January 2019 until 23 August 2019 with possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: A response should be made to each individual Selection Criteria outlined in the attached Position Description. Applicants should address the numbered Selection Criteria only. Please limit your response to one A4 page (maximum) against each of the Selection Criteria. In addition applicants should submit a current curriculum vitae and the names and contact details of two referees.

Contact Officer: Jayne Reece (02) 6207 1054 jayne.reece@courts.act.gov.au

ACT Corrective Services

Corporate Services

Procurement and Contracts Unit

Head of Procurement and Contracts

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 36295)

Gazetted: 08 November 2018

Closing Date: 26 November 2018

Details: A career opportunity has arisen in ACT Corrective Services for an experienced, highly motivated, career-oriented person to fill the role of Head of Procurement and Contracts, Senior Officer Grade B. The successful applicant will be responsible for providing leadership, planning, technical and business support and coordination to procurement and purchasing activities including overall supply chain management. You will be required to ensure compliance, quality assurance and reporting requirements are delivered to the expected standard, schedule and plan contract compliance activities to analyse and validate operational delivery and manage the contractual change process and undertake commercial negotiations for any associated variations. In addition, you will lead activities including regular meetings with contractors and stakeholders, preparation of authoritative advice on contractual and operational issues and undertaking commercial negotiations for any required service changes. Further to this, you will analyse and report on performance in relation to contracts to inform decision making, undertake analysis of complex issues and prepare comprehensive reports, analysis and correspondence for the Contract Administrators, through anticipating, reacting, responding to and managing possible and actual issues. To be successful, you will be required to demonstrate exceptional communication and interpersonal skills in addition to strong leadership and management skills and an ability to develop and compose complex workplace documents.

Eligibility/Other requirements: Relevant Tertiary qualifications. Preferred or a minimum of five years responsibility in similar roles with quantifiable results in contract negotiation, administration and supply chain management. The successful candidate will be required to undergo a criminal record check. A current driver's license is essential. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

How to apply: Applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified selection criteria; (3) a current resume; (4) the names and contact details of two referees (one should be a current Supervisor/Manager); and (5) a copy their drivers licence. Please ensure you submit all five items.

Contact Officer: Therese Goodman (02) 6207 8297 therese.goodman@act.gov.au

Corporate

Governance

Manager, EDRMS Implementation

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 40117)

Gazetted: 09 November 2018

Closing Date: 23 November 2018

Details: The Justice and Community Safety Directorate is seeking applications from motivated individuals to implement the Electronic Document and Records Management System (EDRMS) TRIM throughout the Directorate. In addition to implementation of the system the role is responsible for the development and delivery of training to support the implementation and ongoing use of the EDRMS and to also provide onsite support to Business Units as they come online into the new system.

Note: This is a temporary position available until 27 June 2019.

How to Apply: Applicants are required to submit four items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified Selection Criteria; (3) a current resume; and (4) the names and contact details of two referees.

Contact Officer: Liz Beattie (02) 6205 3995 liz.beattie@act.gov.au

Corporate

Governance

Ministerial Services Unit

Directorate Liaison Officer

Senior Officer Grade C - Senior Officer Grade A \$100,462 - \$137,415, Canberra (PN: 18580, several)

Gazetted: 14 November 2018

Closing Date: 28 November 2018

Details: The Justice and Community Safety Directorate is seeking highly motivated individuals to undertake Directorate Liaison Officer (DLO) roles for any of the three portfolio ministers The positions are DLO for the following Ministers: Attorney General; Minister for Police and Emergency Services; Minister for Corrections and Justice Health, Minister for Justice, Consumer Affairs and Road Safety.

Eligibility/Other Requirements: An understanding and experience in the Directorate, of Cabinet, Ministerial, Legislative Assembly and machinery of government processes is preferred.

Note: These are temporary roles commencing early 2019 available for approximately 12 months. The commencement dates will be staggered up to the end of March 2019. These positions will be filled at either the Senior Officer Grade C, Senior Officer Grade B or Senior Officer Grade A level, dependant on skills/experience and also the office to which the individual works. Selection may be made on application and referees only.

How to Apply: Applicants are to provide a resume, referee details and a summary of their claims against the Selection Criteria of no more than two pages.

Contact Officer: Karen Schofield (02) 6205 4775 karen.schofield@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

Finance

Business System

Assistant Systems Accountant

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 40736)

Gazetted: 12 November 2018

Closing Date: 29 November 2018

Details: Applications are invited from suitably experienced candidates to join the Suburban Land Agency Business Systems team as an Assistant Systems Accountant. The team provides systems support to the Board, Senior Executives and Management Reporting and develops business systems to facilitate co-operation and partnerships within and external to the agency. The ideal candidate will be degree qualified and will have experience in a similar role. It is essential that the candidate has technical understanding of finance software (such as TM1, Oracle) with a focus on effective communication, internal stakeholder management and problem solving skills. This position will suit a professional who is capable of and is adaptable to a changing environment.

Eligibility/Other Requirements: Tertiary qualifications in a related field are desirable.

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

Selection may be based on application and referee reports only. An order of merit may be established to fill future vacancies at level over the next 12 months. The Environment, Planning and Sustainable Development Directorate including its portfolio agency Suburban Land Agency will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Chaitali Shah (02) 6207 7149 chaitali.shah@act.gov.au

Suburban Land Agency

Program Solutions and Operations

Infrastructure Services Unit

Development Manager

Infrastructure Manager/Specialist 1 \$153,082, Canberra (PN: 13858)

Gazetted: 14 November 2018

Closing Date: 21 November 2018

Details: Suburban Land Agency is primarily responsible for the planning and delivery of Greenfield and urban projects that optimise the Territory's social, environmental and economic return on land development activities in the ACT in accordance with the Government's four year Indicative Land Release Program (ILRP). This includes significant development of Government-owned land for release for residential, commercial, industrial, community and non-urban. The projects are managed from Planning and Design to delivery on the ground. We are seeking applications from experienced Senior Project Personnel (Project Director) to join the Program Solutions and Operation Group with demonstrated high level of skills and experience in: Contract Management including AS2124 and GC 21 contracts, Principal Authorised Person in GC21 contract, Major Projects Management and land development proven ability to direct, co-ordinate and control the design, documentation and implementation of construction projects including identifying and managing risks and effective cost control. Demonstrated experience and knowledge of procurement in the construction industry, including knowledge of ACT Government procurement processes. Knowledge and understanding of the legislation, policies and procedures governing the processes of land development in the ACT. Demonstrated skills in leading a small team in a multi-disciplinary environment. Demonstrated ability to negotiate and communicate at a senior level with high level written and oral communication skills and the ability to make sound well informed decisions on related matters. Demonstrated ability to interact effectively with client, stakeholders and industry, including commitment to customer service principles, practices and attributes. Demonstrated understanding of Public Service values covering ethical standards and commitment to implementation of the principles of workplace diversity, participative work practices, workplace health and safety, and staff learning and development.

Eligibility/Other Requirements: Tertiary qualification in Civil Engineering or equivalent is desirable. A minimum of 10 years of Civil Engineering Contract Management experience is essential.

Note: The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Chris Webb (02) 6207 6824 chris.webb@act.gov.au

Canberra Health Services

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

**Canberra Hospital and Health Services
Women, Youth and Children**

Paediatrics

Paediatric Surgeon

Staff Specialist Band 1-5

\$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: 25495)

Gazetted: 15 November 2018

Closing Date: 22 November 2018

Overview of the work area and position: Women, Youth and Children Community Health Programs deliver a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team. This position is a full time paediatric Surgeon four month contract with the possibility of extension commencing from December 2018. Under broad direction and as a member of the Paediatric Surgery Department, the successful candidate will provide tertiary services to patients of NSW and ACT, with respect to management of paediatric surgical conditions. The successful candidate will oversee and participate in the provision of acute and non-acute paediatric surgical services at The Canberra Hospital, including acute surgical presentations, and urgent in-patient and outpatient surgical referrals. To provide support to other disciplines and departments within TCH and the wider paediatric community with regards to acute paediatric surgical services. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$253,396 - \$341,850

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australasian College of Surgeons with experience in tertiary care of paediatric surgical conditions or equivalent specialist qualifications. Be registered under the Working for Vulnerable People Act. Please note prior to commencement successful candidates will be required to:

- o Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

Contact Officer: Elizabeth Chatham or Dr George Malecky (02) 5124 7389 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

Clinical Care

Critical Care

Acute Surgical Unit

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$114,377, Canberra (PN: 19372)

Gazetted: 15 November 2018

Closing Date: 29 November 2018

Details: About us: Canberra Health Services is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. Canberra Health Services is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities, and aligning them with CHS's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver

services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities. Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department and Acute Clinical Services Unit (Acute Surgical Unit (ASU), Medical Emergency Team and the Early Recognition of the deteriorating patient program). Overview of the work area and position: The Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650 000. It is a modern 670+ bed hospital providing most major medical and surgical sub-specialty services. The Clinical Nurse Consultant for ASU is responsible for operational management and leadership, within the clinical environment. Applicants must have demonstrated high level of management, communication, leadership and expertise in co-ordinating the clinical practices within the clinical environment to ensure the efficient and effective provision of quality patient care. This is based on best practice principles and within a collaborative and multidisciplinary framework.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Holds or progressing towards a tertiary qualification at Masters level; has demonstrated currency of nursing practice in a tertiary level critical care environment within the last five years. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Alex Miller (02) 5124 5570 alex.miller@act.gov.au

Deputy Director General

Clinical and Diagnostic Services

Imaging Nursing Services

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 10174)

Gazetted: 15 November 2018

Closing Date: 1 November 2018

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical, paediatric and obstetric services, including complex procedures in areas such as Intensive Care Unit, Neonatal Intensive Care, Cardiac and Neurosurgery. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's' detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Medical Imaging Department is a busy Service providing a comprehensive range of diagnostic and/or interventional Radiology services to the ACT and surrounding NSW communities. The multi-disciplinary Medical Imaging team consists of Radiologists, Radiographers, Nurses, Sonographers, Administration Officers and Nuclear Medicine Scientists working together to provide high quality imaging services. Applications are sought from dynamic, highly motivated and experienced Nurses wishing to move into a clinical Nursing leadership position within our Department. Amongst other roles, Medical Imaging Nursing is particularly looking for someone who can demonstrate the potential for effective leadership in: Advanced Medical Imaging Nursing; co-ordinating patient flow in procedural imaging; team leading a Medical Imaging Nursing team in a multi-disciplinary environment. This challenging role requires a Registered Nurse with demonstrated expert knowledge and highly developed interpersonal skills. If you are committed to providing quality care, use evidence to guide your Nursing practice, enjoy co-ordinating, mentoring and supporting staff we would welcome your application.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to

undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Greg Morely 0439 492 056 greg.morley@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health Services

Occupational Therapy/Psychology/Social Work

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 29234)

Gazetted: 15 November 2018

Closing Date: 22 November 2018

Details: About us: Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, 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: ACT Wide Mental Health Services (ACT Wide MHS); Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS); Justice Health Services (JHS). Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. The CAMHS community teams are made up of multi-disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to Health Professional Level 1 (HP1) and HP2 clinicians. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: For Occupational Therapy: Be registered or eligible for registration with Occupational Therapy Board of Australia; eligibility for professional membership of Occupational Therapy Australia; minimum of three years (ideal five years) post qualification; must hold a current driver's licence. For Psychology: Be registered or be eligible for general registration with Psychology Board of Australia; minimum of three years (ideal five years) post qualification; must hold a current driver's licence. Highly Desirable: Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students. For Social Work: Degree in Social Work; eligibility for membership of the Australian Association of Social Workers; registration or eligibility for registration under the Working with Vulnerable People Act 2011; must hold a current driver's licence. Highly desirable for all disciplines: Experience in working with children and young people. Prior to commencement successful candidates will be required to comply with CHS credentialing and scope of clinical practice requirements for allied health professionals; comply with CHS occupational screening requirements related to immunisation; undergo a pre-employment Police check.

Note: This vacancy is to fill a permanent full time position, based at CAMHS North. Please note that part time hours won't be considered. An order of merit will be established from this process and may be used to fill future identical full time permanent vacancies in either the North or South Community Teams within a 12 month period.

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

Contact Officer: Elloise Barry (02) 5124 1407 Elloise.J.Barry@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health

CAMHS Mental Health Clinician

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 41201, several)

Gazetted: 15 November 2018

Closing Date: 29 November 2018

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. CHS is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of CHS' Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance 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' homes. These services include: Rehabilitation and Speciality Services; Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS); Justice Health Services (JHS). Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues. Under the direction of the Manager of CAMHS Adolescent Mobile Outreach Service (AMOS), the Health Professional Officer positions work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. Health Professional Officers within the unit are expected to be actively involved in professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

Eligibility/Other Requirements: Mandatory: For Occupational Therapy: Be registered or eligible for registration with Occupational Therapy Board of Australia; eligibility for professional membership of Occupational Therapy Australia; applicants must have a minimum of three years (preferable five years) paid work experience, post qualification, in a related/relevant organisation/service; 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 (preferable five years) paid work experience, post qualification, in a related/relevant organisation/service; current driver's licence. For Social Work: Degree in Social Work; applicants must have a minimum of three years (preferable five years) paid work experience, post qualification, in a related/relevant organisation/service; eligibility for membership of the Australian Association of Social Workers; registration or eligibility for registration under the *Working with Vulnerable People Act 2011*; current driver's licence. Highly desirable for all disciplines: Experience in working with children and young people. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious disease; comply with ACT Health credentialing and scope of clinical practice requirements for registered nurses; 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 ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made. Note: There are several positions available and an order of merit list may be established to fill future vacancies at level over the next 12 months. The Health Professional Officer role is required to work rotating shifts including weekends and public holidays.

Contact Officer: Melina Tsembis (02) 6205 1050 melina.tsembis@act.gov.au

Clinical Services

Rehabilitation Aged and Community Care

Physiotherapy

Physiotherapist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 28319)

Gazetted: 15 November 2018

Closing Date: 29 November 2018

Details: About Us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. CHS is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of CHS's Quality Strategy and government priorities, and aligning them with CHS's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. RACC services work collaboratively with the individuals, his/her carers and other services within and external to CHS. Overview of the work area and position: This position is part of the Community Care Program and works closely with the Continence Clinical Nurse Consultant and the wider multidisciplinary team. The Continence Physiotherapist provides assessment and treatment for men, women and children across a range of complex continence conditions and pelvic pain presentations. Community Care Physiotherapy provides services for Commonwealth Home Support Program clientele.

Eligibility/Other Requirements: Mandatory: Degree in Physiotherapy, or recognised equivalent; be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); current driver's licence: Post graduate qualification in Pelvic Floor Physiotherapy or equivalent. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; 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 appointment being made; comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This is a temporary position available for a period of eight months. This is a part-time position available at 7:35 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Dominic Furphy (02) 512 41362 dominic.furphy@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Personal Assistant

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 31767)

Gazetted: 15 November 2018

Closing Date: 29 November 2018

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) are contemporary evidence-based services providing high quality healthcare that are guided by principles of recovery. The service aims to

provide collaborative care involving the consumer, their carers and other key services. It is expected that in this position you will provide high level administrative support, including all aspects of Calendar and Inbox management, to assist in the strategic and operational processes required for the Operational and Clinical Directors of the Adult Community Mental Health Services program to undertake their accountabilities. This also includes the provision of high quality customer service to the consumers and staff of MHJHADS. You will report to the Operational Director of Adult Community Mental Health Services

Eligibility/Other Requirements: Desirable: Previous experience in Personal Assistant roles. Please note prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Contact Officer: Bruno Aloisi (02) 6202 58559 bruno.aloisi@act.gov.au

Clinical Services

Clinical and Diagnostic Services

Supply Services

Purchasing Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 21722)

Gazetted: 15 November 2018

Closing Date: 29 November 2018

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Health Services is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities, and aligning them with Canberra Health Service's Territory Wide Services Framework. Canberra Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Clinical Support Services (CSS) division provides support services across the clinical divisions within Canberra Hospital and Healthcare Services. CSS encompasses a mix of disciplines, including: Biomedical Engineering; Clinical Records Service; Medical Physics and Radiation Engineering; Nursing Clinical Support (including Wardspersons; Hospital Assistants, Ward Clerks; e-Rostering, Nursing and Midwifery Resource Office, After Hours Hospital Management Team, Central Equipment and Courier Service, Tissue Viability Unit, Infection Prevention and Control, and Spiritual Support Services); Pharmacy; Food Services; Domestic and Environmental Services; Sterilising Services; Supply. Overview of the work area and position: Logistic Support Services is a section within Clinical Support Services. The function of the Logistic Support Services includes Domestic and Environmental Services, Food Service, Sterilising Services, and Supply. This position delivering customer focused supply chain solutions to the Directorate and other healthcare facilities. The position reports to the Purchasing Team Leader. To assist in procurement activities of products and services on behalf of Canberra Health Services and other customers on the Purchasing and Inventory Control System (PICS) in a timely manner. The successful candidate will be required to work within the Administrative office of Supply Services at Mitchell.

Eligibility/Other Requirements: Mandatory: Current Class C drivers licence. Desirable: Certificate IV in Government Procurement and relevant work experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available for a period of six months with the possibility of extension. This is a part-time position available at 22:68 hours per week and the full-time salary noted above will be paid pro-rata. An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be based on written application and referee reports only.

Contact Officer: Raj Rajasegaran (02) 6205 0817 raj.rajasegaran@act.gov.au

Canberra Health Services

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Community Mental Health Services

Social Work/Psychology/Occupational Therapist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 40902, several)

Gazetted: 15 November 2018

Closing Date: 22 November 2018

Details: About Us: Canberra Health Services is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. CHS is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with CHS Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. Overview of the work area and position: 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 teams 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. The successful candidate will work under the supervision of senior clinicians to conduct phone and office based triage assessments, of persons who require mental health care. 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 36.75 hour, seven day per week 24 hour rotating roster. The position reports to a Team Leader who is based on site in the health centre and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants).

Eligibility/Other Requirements: Mandatory: For Occupational Therapy: Be registered or eligible for registration with Occupational Therapy Board of Australia; eligibility for professional membership of Occupational Therapy Australia; applicants must have a minimum of three years (ideal five years) post qualification experience; current passenger vehicles 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 passenger vehicles 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); registration under the ACT Working with Vulnerable People Act 2011; applicants must have a minimum of three years (ideal five years) post qualification experience; current passenger vehicles driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: There are several positions available and an order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Russell Robson (02) 6205 2068 russell.robson@act.gov.au

Clinical Services

Surgery and Oral Health

Orthopaedics

Research Officer

Research Officer Grade 2 \$66,656 - \$72,175, Canberra (PN: 10314)

Gazetted: 15 November 2018

Closing Date: 29 November 2018

Details: About us: Canberra Health Services is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. Canberra Health Services is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities, and aligning them with Canberra Health Service's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities. Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatient surgical 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, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. 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. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available for a period of six months with the possibility of extension. This is a part-time permanent position available at 14.04 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Diana Perriman (02) 6244 3701 diana.perriman@act.gov.au

Clinical Services

Surgery and Oral Health

Surgical Wards

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 17834)

Gazetted: 15 November 2018

Closing Date: 22 November 2018

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Division of Surgery and Oral Health is responsible for delivering inpatient and outpatient surgical and medical imaging services; the 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, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. Overview of the work area and position: The multidisciplinary outpatient ophthalmology team is responsible for the coordination of ophthalmic health care through the provision of services in corneal, retinal, emergency and general eye health. We aim to ensure effective and efficient patient care is provided in line with CHS values.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Knowledge of ophthalmic nursing and ophthalmic eye disease processes. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Barbara O'Brien (02) 5124 5870 barbara.o'brien@act.gov.au

Clinical Services

Cancer, Ambulatory and Community Health Support

Breast Screen ACT

General Practice and Practice Education Officer

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 40719)

Gazetted: 15 November 2018

Closing Date: 22 November 2018

Details: About Us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: BreastScreen ACT is part of the BreastScreen Australia screening program. The Service offers free breast screening to women aged 40 years and over living in the ACT. The Program has a target age group of women between 50 and 74 years. BreastScreen ACT provides screening at three sites located in the Canberra city, Phillip and Belconnen Health Centres. All administrative support and assessments clinics are carried out in the Canberra city clinic. Under general direction, the GP and Practice Education Officer is responsible for delivering outreach education strategies, maintaining stakeholder relationships to increase participation and undertaking planned activities to engage GPs and Practice Nurses to recommend routine breast screening. This role also includes monitoring and evaluating functions and resource development. The Promotions and Quality team provide a key role in recruiting women and engaging stakeholders to encourage screening participation at BreastScreen ACT. BreastScreen ACT is seeking a suitably experienced and enthusiastic person with excellent communication and organisational skills to join the BreastScreen team. The BreastScreen Program offers free breast screening to women over 40 years in the ACT. This position is part of a promotions team with a key role in encouraging screening participation at BreastScreen ACT. The position is responsible for delivering outreach education strategies, maintaining stakeholder relationships to increase participation and undertaking planned activities to encourage GPs and Practice Nurses to recommend routine breast screening. The role also involves coordinating educational events, contributing to developing resources and monitoring and evaluating strategies. The successful

applicant must be self-motivated, have excellent organisational and communication skills, be able to demonstrate initiative, and be available to work flexible hours including outside business hours.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Experience in maintain effective professional relationships. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for a period of three years until 30 June 2021. This is a part-time permanent position available at 8:00 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Christy Fox (02) 6205 1917 Christy.Fox@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Registered Nurse (Postgraduate Diploma in Nursing - Mental Health)

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: Scholarship18, several)

Gazetted: 15 November 2018

Closing Date: 29 November 2018

Details: About Us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: This Program is an excellent opportunity for Registered Nurses (RNs) to build their knowledge and skills in caring for people experiencing a range of mental health conditions. Successful applicants are employed to work clinically on a rotating roster with part time paid employment with the Division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) while studying either part-time or full-time with the University of Canberra. Successful applicants receive a full nursing scholarship to cover course fees and can also be eligible to receive a relocation allowance, subject to agreement, to assist with the relocation of successful candidates to Canberra.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).; have Australian citizenship or permanent residency; hold a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: These are temporary part-time positions at various hours per week available for a period of 18 months and the salary noted above will be paid pro rata for part-time hours.

Contact Officer: Donna Hodgson (02) 6205 4575 donna.hodgson@act.gov.au

Clinical Services

Medicine

Acute Support

Physiotherapist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 41665, several)

Gazetted: 15 November 2018

Closing Date: 29 November 2018

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continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: Acute Support Physiotherapy Services is based within the Division of Medicine and provides physiotherapy services to a range of clients in acute inpatient setting and specialised outpatient services to patients of Canberra Hospital. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high quality patient centred care. Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas. The overall functions of the physiotherapist under professional supervision 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, and professional development is provided through team structures, supervision support, competency based assessments and informal and formal professional development opportunities. Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in Physiotherapy; be registered (or eligible for registration) with the Physiotherapy Board of Australia; current driver's licence; at least one year of full-time equivalent work experience as a physiotherapist. Please note prior to commencement successful candidates will be required to undergo a pre-employment National police check; comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals; and obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: There are two temporary positions available for a period of 12 months and an order of merit list may be established to fill future vacancies at level over the next 12 months. You will be required to participate in an overtime roster.

Contact Officer: Kathy Terrell (02) 5124 2670 kathy.terrell@act.gov.au

Clinical Services

Rehabilitation Aged and Community Care

Administration

Administration Service Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 13531)

Gazetted: 15 November 2018

Closing Date: 29 November 2018

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Community Care (RACC) is a vibrant and diverse Division within CHS providing multidisciplinary Rehabilitation, Aged and Community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect CHS's values: care, excellence, collaboration, and integrity. A number of RACC services work collaboratively with patients, their carers and other services within and external to CHS.

Overview of the work area and position: The RACC Administration team is responsible for effective and efficient delivery of administrative support to both internal and external clients to support the delivery of high quality customer service and patient care. This position will be working in the City Health Centre although on occasion may be required to backfill RACC administration positions in other locations. This position is for 15 hours a week that can be worked over two full days or three shorter days.

Eligibility/Other Requirements: Mandatory: Current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This is a part-time permanent position available at 15:00 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Lydia Thomas (02) 5124 8303 lydia.m.thomas@act.gov.au

Clinical Services

Medicine

Acute Support

Physiotherapist

Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 29725)

Gazetted: 15 November 2018

Closing Date: 29 November 2018

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services. Clinical supervision, and professional development is provided through team structures, supervision support, competency based assessments and informal and formal professional development opportunities. Eligibility/Other Requirements: Mandatory: Degree or Diploma in Physiotherapy or equivalent qualifications; be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This is a temporary position available for a period of 12 months. Health Professional Level 1 (HP1) positions are rotational positions. You will be required to participate in an overtime roster.

Contact Officer: Kathy Terrell (02) 5124 2670 kathy.terrell@act.gov.au

Clinical Services

Medicine

Occupational Therapy

Occupational Therapist

Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 29694, several)

Gazetted: 15 November 2018

Closing Date: 29 November 2018

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Eligibility/Other Requirements: Mandatory: Degree in Occupational Therapy; registration with Occupational Therapy Board of Australia; current driver's licence. Prior to commencement successful candidates will be required

to undergo a pre-employment Police check; comply with CHS credentialing requirements for allied health; comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: There are several temporary positions available for a period of 12 months and an order of merit list may be established to fill future vacancies at level over the next 12 months. This position(s) may be required to participate in an overtime, on call, and/or rotation roster. The position available is for a 12 month contract, and will participate in a clinical rotation across different clinical settings every 6 months.

Contact Officer: Domenico Tripodi (02) 6244 3286 domenico.tripodi@act.gov.au

Clinical Services

Medicine

Neurology Department

New Graduate- Clinical Neurophysiology Scientist

Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 38737)

Gazetted: 15 November 2018

Closing Date: 22 November 2018

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Neurology Department sits within the Division of Medicine and is responsible for providing a Neurology Service to the ACT and surrounding region, including Clinical Neurophysiology Testing. Tests provided by this service are Electroencephalograms, Nerve Conduction Studies, Electromyography, Visual Evoked Potentials, Auditory Evoked Potentials and Somatosensory Evoked Potentials. Electroencephalography is provided across all ages, while the remaining tests are limited to 16 years and older. Under direct supervision, you will provide Clinical Neurophysiology testing appropriate to level and other activities to develop your skills in preparation to work independently. You will be expected to complete the CHS Work Based Transition to Practice Program during the New Graduate year. You will need to be available to work between the hours of 7am and 7pm.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications or equivalent in Clinical Neurophysiology; driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Angela Borbelj (02) 5124 4577 Angela.Borbelj@act.gov.au

Clinical Services

Medicine

Administration Officer

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 10777)

Gazetted: 15 November 2018

Closing Date: 22 November 2018

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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. Overview of the work area and position: The Renal Service provides comprehensive clinical care, including dialysis and post-transplant care for patients with kidney diseases using a multidisciplinary approach incorporating community and allied health services. Under general direction this position provides administrative support to the Renal service and its staff, including booking and scheduling patient appointments, billing of services rendered and patient record management whilst providing a high level of customer service.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available for a period of six months with the possibility of extension. This is a part-time permanent position available at 11:00 hours per week and the full-time salary noted above will be paid pro-rata. Selection may be based on written application and referee reports only.

Contact Officer: Robin Trotman (02) 6244 2063 robin.trotman@act.gov.au

Clinical Services

Clinical and Diagnostic Services

Pharmacy

Antimicrobial Pharmacist

Health Professional Level 4 \$106,670-\$114,836 (inclusive of base salary \$100,462-\$108,140 and Attraction and Retention Incentive (\$6,208-\$6,696), Canberra (PN: 21582)

Gazetted: 15 November 2018

Closing Date: 13 December 2018

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The pharmacy department sits in the Division of Clinical Support Services. Clinical Support Services (CSS) provide a range of services that support the clinical divisions within CHHS. The following areas are included within this Division: Biomedical Engineering; Clinical Records Service; Medical Physics and Radiation Engineering; Nursing Operational Support, consisting of Ward Services (Wardspersons, Hospital Assistants and Ward Clerks) and Nursing Support (NIMS Unit, NurseBank, Central Equipment Store, Tissue Viability Team and Pastoral Care); Pharmacy; Revenue Data; Revenue and finance services. Overview of the work area and position: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of over 100 Pharmacists, technicians and support staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. The Antimicrobial Pharmacist will lead and facilitate the optimal use of antimicrobials within the Canberra Hospital and Health Services (CHHS). The position holder will participate in the CHHS antimicrobial stewardship (AMS) program, providing both clinical and administrative input to the program. The position holder will also lead and coordinate additional activities to optimise the use of antimicrobials within CHHS. The Pharmacy's mission statement 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 CHS community".

Eligibility/Other Requirements: Mandatory: Appropriate Pharmacist qualifications and eligibility for registration as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA) Postgraduate qualifications (or working towards) in Clinical Pharmacy, Management, Education or Research or extensive specialist clinical pharmacy experience deemed equivalent; suitable experience as a clinical pharmacist including Infectious Diseases/Antimicrobial Stewardship experience. Desirable: Theoretical and practical experience in the

management of complex pharmacotherapy, including experience with therapeutic drug monitoring; project management or research experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with CHS Health credentialing requirements for allied health; comply with CHS credentialing requirements for allied health; comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: The successful applicant will be required to work across multiply CHHS locations.

Contact Officer: Daniel Lalor (02) 6124 2121 daniel.lalor@act.gov.au

Clinical Services

Women Youth and Children

Management and Administration

Professional Development Nurse

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 22592)

Gazetted: 15 November 2018

Closing Date: 29 November 2018

Details: About us: Canberra Health Services is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Professional Development Nurse provides educational leadership, coordination and oversight of the professional development of Community Health Programs staff to meet clinical, organisational and professional needs.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and must hold a current driver's licence. Desirable: Holds or is working towards higher qualifications in a related field. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Carolyn Thomas (02) 6205 2141 carolyn.thomas@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Principal Occupational Therapist

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 26142)

Gazetted: 15 November 2018

Closing Date: 13 December 2018

Details: About us: Canberra Health Services is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. Canberra Health Services is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities. Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with

community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Justice Health Services, and Rehabilitation and Specialty Mental Health Services. Overview of the work area and position: The Office of the Director of Allied Health, MHJHADS provides strategic leadership, professional governance and advocacy for Allied Health in MHJHADS. The Principal Occupational Therapist position reports to the Director of Allied Health, MHJHADS. The successful candidate will monitor and maintain occupational therapy professional standards for MHJHADS, provide strategic input on occupational therapy specific matters, advocate on behalf of the occupational therapy profession in general, and provide timely advice regarding workforce issues consistent with ACT Health, Canberra Health Services, MHJHADS and Occupational Therapy Board of Australia policies, procedures and standards. They will have high level knowledge, expertise and skills in the provision of occupational therapy services and will be expected to apply this knowledge both to discipline specific and broader allied health matters across MHJHADS. In addition, the successful applicant will be expected to demonstrate a well-developed understanding of quality and safety systems and a commitment to meeting standards and managing job demand. The position holder is expected to operate within the *Public Sector Management Act (1994)*, the ACT Public Service Code of Conduct and the Occupational Therapy Board of Australia Code of Ethics.

Eligibility/Other Requirements: Mandatory: Be registered or eligible for registration with Occupational Therapy Board of Australia; eligibility for professional membership of Occupational Therapy Australia and applicants must have a minimum of five years post qualification experience. Desirable: Experience in mental health or related settings. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This is a part-time permanent position available at 27.93 hours per week and the full-time salary noted above will be paid pro-rata. Part-time hours can be negotiated.

Contact Officer: Connie Galati (02) 5124 1785 connie.galati@act.gov.au

Clinical Services

Pathology

Haematology

Supervising Scientist

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 26295)

Gazetted: 15 November 2018

Closing Date: 29 November 2018

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Haematology laboratory is a tertiary facility performing highly complex time consuming investigations in the areas of Transfusion, Haemostasis, Immunophenotyping, Bone Marrow Transplant, Haematology and Morphology on patients with a wide range of co-morbidities. The Haematology Laboratory, both at the Canberra Hospital and at Calvary hospital, operate 24 hours 7 days a week, 365 days a year. ACT Pathology is a division of the Canberra Hospital and Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. The position being recruited to will involve continuous shift-work; i.e. the hours of work are regularly rotated in accordance with a shift roster covering a 24 hour per day operation over a 7 day week. The successful applicant must be able to work as the sole practitioner on rostered shifts including public holidays and overtime as required. Applicants should contact the laboratory for the details of current shifts.

Eligibility/Other Requirements: Mandatory: A degree in Medical Laboratory Science or equivalent; minimum of 10 years' experience working in a diagnostic Haematology Laboratory with high level knowledge and understanding of Transfusion services. Desirable: Minimum of 10 years' experience working in a diagnostic Haematology Laboratory with high level knowledge and understanding of Transfusion services; relevant Post Graduate

qualifications. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Kerrie Andriolo (02) 5124 2034 Kerrie.Andriolo@act.gov.au

Clinical Services

Mental Health Justice Health Alcohol and Drug Services

Allied Health

Principal Psychologist

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 25829)

Gazetted: 15 November 2018

Closing Date: 29 November 2018

Details: About us: Canberra Health Services is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. Canberra Health Services is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities, and aligning them with CHS's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities. Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Justice Health Services, and Rehabilitation and Specialty Mental Health Services. Overview of the work area and position: The Office of the Director of Allied Health, MHJHADS provides strategic leadership, professional governance and advocacy for Allied Health in MHJHADS. The Discipline Principal of Psychology position reports to the Director of Allied Health, MHJHADS. The successful candidate will monitor and maintain psychology professional standards for MHJHADS, provide strategic input on psychology specific matters, advocate on behalf of the psychology profession in general, and provide timely advice regarding workforce issues consistent with CHS, MHJHADS and Psychology Board of Australia policies, procedures and standards. They will have high level knowledge, expertise and skills in the provision of psychological services and will be expected to apply this knowledge both to discipline specific and broader allied health matters across MHJHADS. In addition, the successful applicant will be expected to demonstrate a well-developed understanding of quality and safety systems and a commitment to meeting standards and managing job demand. The position holder is expected to operate within the *Public Sector Management Act (1994)*, the ACT Public Service Code of Conduct and the Psychology Board of Australia Code of Ethics.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for general registration with the Psychology Board of Australia; hold an Area of Practice Endorsement; minimum five years' experience in psychology practice; approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns, registrars, and/or Higher Degree Students. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS credentialing

requirements for allied health; comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This is a part-time permanent position available at 29.04 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Sarah Miller (02) 6205 4808 sarah.miller@act.gov.au

Canberra Health Services

Clinical Services

Medicine Gastroenterology and Hepatology Unit

Administration Support Officer

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 18645)

Gazetted: 15 November 2018

Closing Date: 22 November 2018

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. CHS Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: This position provides administrative support to the Gastroenterology and Hepatology Unit's outpatient department by assisting with the management of patient referrals and the booking and scheduling of appointments. The Gastroenterology and Hepatology Unit at Canberra Hospital provides consultative and endoscopic services for persons with digestive diseases, including liver and biliary tract diseases. The Unit provides: Inpatient care of patients with gastroenterological and diseases; consulting service; endoscopic procedures; clinics for patients with viral hepatitis, liver disease, inflammatory bowel disease, inherited gastrointestinal cancer and complex gastrointestinal disorders; and clinics, support and follow up for participants in the National Bowel Cancer Screening Program.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Andrew Barrow (02) 5124 2483 Andrew.J.Barrow@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Building Trade \$66,564 - \$70,400

Anthony Beer 814-85125, Section 68(1), 1 November 2018

Administrative Services Officer Class 6 \$79,824 - \$91,356

Andrew Sheargold 846-88884, Section 68(1), 20 November 2018

Senior Officer Grade B \$118,319 - \$133,197

Richard Watson 844-00609, Section 68(1), 2 July 2018

Community Services

Senior Officer Grade A \$137,415

Monica Kempster 858-56261, Section 68(1), 15 November 2018

Administrative Services Officer Class 3 \$60,039 - \$64,616

Finbar Pearson 853-72224, Section 68(1), 15 November 2018

Education

School Assistant 3 \$51,053 - \$54,947

Linda Baird 848-93570, Section 68(1), 15 November 2018

Health

Clinical Coder \$63,045 - \$78,150

Marion Beniamini 858-59200, Section 68(1), 12 November 2018

Justice and Community Safety

Senior Officer Grade B \$118,319 - \$133,197

Sachind Naidu 858-61562, Section 68(1), 12 November 2018

Canberra Health Services

Assistant in Nursing \$48,888 - \$50,543

Kalsang Damdul 857-44884, Section 68(1), 8 November 2018

Enrolled Nurse Level 1 \$57,635 - \$61,578

Min Sun Kim 856-73019, Section 68(1), 15 November 2018

Registered Nurse Level 1 \$63,548 - \$84,888

Deborah King 845-02760, Section 68(1), 15 November 2018

Enrolled Nurse Level 1 \$57,635 - \$61,578

Tosanwumi Otokuefor 858-61394, Section 68(1), 15 November 2018

Registered Nurse Level 1 \$63,548 - \$84,888

Gabriella Hetenyi 844-34307, Section 68(1), 15 November 2018

Senior Specialist \$222,205

Timothy Greenaway, 859-53993 Section 68(1), 8 November 2018

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

Anneliese Renee McBride 844-35991, Section 68(1), 14 November 2018

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

Katie Ann McCloy 857-92288, Section 68(1), 14 November 2018

TRANSFERS

Education

Shannon Birch: 835-37179

From: \$136,828

Education

To: School Leader B \$136,828

Education, Canberra (PN. 41444) (Gazetted 27 September 2018)

Bridgette Anne Manley: 779-20841

From: Classroom Teacher \$64,411 - \$101,821

Education

To: Classroom Teacher \$64,411 - \$101,821

Education, Canberra (PN. 41321) (Gazetted 26 September 2018)

Ann Walker: 785-53991

From: Administrative Services Officer Class 6 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$79,824 - \$91,356

Education, Canberra (PN. 36389) (Gazetted 11 September 2018)

Canberra Health Services

Amy Jordan: 848-85159

From: Health Professional Level 2 \$61,784 - \$84,816

Canberra Health Services

To: Health Professional Level 2 \$61,784 - \$84,816

Canberra Health Services, Canberra (PN. 25999) (Gazetted 30 September 2018)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Shared Services

Partnership Services

Service centre Service Desk

Jessicca Atkins: 827-52926

From: Information Technology Officer Class 1 \$64,616 - \$73,554

Shared Services ICT, Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development, Canberra (PN. P14467) (Gazetted 4 July 2018)

Economic Development

Visit Canberra and Events ACT

Marketing

Naomi Fallon: 836-01839

From: Administrative Services Officer Class 6 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$100,462 - \$108,140

Chief Minister, Treasury and Economic Development, Canberra (PN. 01900) (Gazetted 5 September 2018)

Communications and Engagement

Whole of Government Communications

Helen Gombar-Millynn: 778-10490

From: Administrative Services Officer Class 6 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$100,462 - \$108,140

Chief Minister, Treasury and Economic Development, Canberra (PN. 55448) (Gazetted 5 October 2018)

Shared Services

Partnership Services Group

Service Desk

Danielle Lucas: 827-48548

From: Administrative Services Officer Class 3 \$60,039 - \$64,616

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 4 \$66,656 - \$72,175

Chief Minister, Treasury and Economic Development, Canberra (PN. 38200) (Gazetted 31 January 2018)

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.

Education

School Performance and Improvement

North Gungahlin Network

Gold Creek School

Jill Chawota: 827-58615

From: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)

Education

To: †Senior Officer Grade C \$100,462 - \$108,140

Education, Canberra (PN. 39437) (Gazetted 8 November 2017)

Office for Schools

Belconnen Network

Charnwood-Dunlop School

Adrienne Hornby: 824-55294

From: \$64,411 - \$101,821

Education

To: †School Leader C \$117,515

Education, Canberra (PN. 33728) (Gazetted 25 July 2018)

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

Business Services

Strategic Finance

Sitong Lu: 836-07835

From: Administrative Services Officer Class 6 \$79,824 - \$91,356

Justice and Community Safety Directorate

To: †Senior Officer Grade C \$100,462 - \$108,140

Education, Canberra (PN. 00292) (Gazetted 21 August 2018)

Business Services

Strategic Finance

Debra Narayan: 824-56596

From: Administrative Services Officer Class 6 \$79,824 - \$91,356

Education Directorate

To: †Senior Officer Grade C \$100,462 - \$108,140

Education, Canberra (PN. 40962) (Gazetted 21 August 2018)

Business Services Division

Strategic Finance

Budgets and Reporting

Tassany Price: 799-89535

From: Senior Officer Grade C \$100,462 - \$108,140

Education Directorate

To: †Senior Officer Grade B \$118,319 - \$133,197

Education, Canberra (PN. 40960) (Gazetted 31 July 2018)

School Performance and Improvement

Belconnen Network

Hawker School

Renai Symons: 820- 84550

From: School Assistant 2 \$45,058 - \$49,757

Education

To: School Assistant 3 \$51,053 - \$54,947

Education, Canberra (PN. 41130) (Gazetted 4 September 2018)

Environment, Planning and Sustainable Development

Environment

Parks and Conservation Services

Parks Reserves and Rural Land

Jacqui Travers-Lambert: 844-00449

From: Administrative Services Officer Class 4 \$66,656 - \$72,175

Chief Minister, Treasury and Economic Development Directorate

To: Administrative Services Officer Class 6 \$79,824 - \$91,356

Environment, Planning and Sustainable Development, Canberra (PN. 09878) (Gazetted 26 July 2018)

Transport Canberra and City Services

Chief Operating Officer

Innovation and Customer Experience

Systems and Information Management

James Dalton Downing: 754-23841

From: Senior Officer Grade B \$118,319 - \$133,197

Transport Canberra and City Services

To: †Senior Officer Grade A \$137,415

Transport Canberra and City Services, Canberra (PN. A20226) (Gazetted 3 July 2018)