



ACT Government Gazette
Gazetted Notices for the week beginning 19 September 2019

VACANCIES

Calvary Health Care ACT (Public)

Medical Imaging

Health Professional

Executive Level HP4 \$116,646, Canberra (PN: expected)

Gazetted: 25 September 2019

Closing Date: 29 September 2019

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

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

Reference Number: 10630

Contact Officer: Maisie Graham maisie.graham@calvary-act.com.au

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

Medical

Clinical Coder

Clinical Coder 1.2 CP \$86,370, Canberra (PN: LP8955)

Gazetted: 23 September 2019

Closing Date: 26 September 2019

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

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

Reference Number: 10577

Contact Officer: Toni Paterson 02 6201 6281 toni.paterson@calvary-act.com.au

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

Medical

Maternity

Registered Midwife

Registered Midwife Level 1 \$67,078 - \$89,604, Canberra (PN: Various)

Gazetted: 02 October 2019

Closing Date: 29 September 2019

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

Contact Officer: Noelyn Perriman 02 6201 6697 noelyn.perriman@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Medical

ICU

Intensive Care Liason Nurse

Registered Nurse 3.1 \$106,795 - \$111,190, Canberra (PN: LP6840)

Gazetted: 02 October 2019

Closing Date: 13 October 2019

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

Reference Number: 10623

Contact Officer: Amanda O'Donnell amanda.odonnell@calvary-act.com.au

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

ACT Health Directorate

Health Systems, Policy and Research Group

Office of Professional Leadership and Education

Office of the Chief Medical Officer

Assistant Director, Clinical Networks and Care Coordination

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 44903)

Gazette Date: 19 September 2019

Closing Date: 8 October 2019

Details: Are you after a position where you are given a high level of autonomy to progress work of substance and meaning to the Canberra community? Where you will work with experts to make evidence-based decisions that will impact the delivery of health care across the ACT? Are you able to exercise discretion to provide well-informed advice to the ACT Chief Medical Officer? This important position will see the successful candidate undertaking two interesting roles – to support the ACT Chief Medical Officer to fulfil his role as the Care Coordinator under the *Mental Health Act 2015*, and to manage and provide secretariat services for the ACT's peak clinical committee, its sub-committees and Territory-wide clinical networks, including progressing the work program of each committee. We are after someone that has great coordination and communication skills, who enjoys liaising with stakeholders and people from all walks of life, is easily able to prepare quality written briefs and meeting papers on a variety of topics, and has experience interpreting legislation or formal high-level policy or guidelines. It is also important that you fit in with our positive team culture and contribute to maintaining our upbeat momentum. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Mandatory:

- Undergo a pre-employment National Police check.
- 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.

Highly desirable:

- Tertiary qualifications in health or related field.
- Experience working with clinicians and providing secretariat to clinical expert committees.
- Ability to understand legislative requirements in provision of treatment, care and support.

How to Apply: Please submit a current curriculum vitae and a written response of up to two pages. The response should be written in the form of a pitch, explaining how you have the technical skills and knowledge and behavioural capabilities to perform the role ('what you will do and manage'). Convince us you are the right person for the job!

Applications should be submitted via the Apply Now button below.

Contact Officer: Dinesh Arya (02) 5124 9637 dinesh.arya@act.gov.au

Office of Professional Leadership and Education

Chief Nursing and Midwifery Officer

Executive Level 2.2 \$286,648 - \$298,006 depending on current superannuation arrangements, Canberra (PN: E773)

Gazette Date: 26 September 2019

Closing Date: 3 October 2019

Details: The ACT Chief Nurse and Midwifery Officer position is your opportunity to put your credible high-level strategic leadership and extensive experience in leading nursing and midwifery policy into meeting the challenges of delivering contemporary, evidence based best practice across the Australian Capital Territory (ACT), whilst also forming strong partnerships with your colleagues nationally. Your role is a pivotal territory-wide leadership and influencing role for the professions. It provides important, strategic advice to inform ACT Health policy and is instrumental in developing, implementing and evaluating nursing and midwifery specific policy. As a leader within the Health Systems, Policy and Research Group you will be contributing to ACT Health's vision and strategic direction. Significantly, you will be leading the professions quality initiatives, and have an indirect role in planning and delivery of health systems and services through influencing management and practices. Your personal leadership style in fostering inter-professional collaboration will contribute to a positive culture through the Office of Professional Leadership and Education along with the Chief Medical Officer, the Chief Psychiatrist and the Chief Allied Health Officer.

To be the successful candidate you will demonstrate: exemplary interpersonal, communication and influencing skills; the ability to form strong and constructive strategic working partnerships; senior strategic leadership of major reform; senior management experience at executive level within the professions; experienced leadership to a complex multidisciplinary organisation; significant experience in leading service reviews within the professions and analysis of complex, contentious and sensitive issues; advice and information in policy including influencing consultative processes with a diverse range of stakeholders; comprehensive and contemporary knowledge of emerging issues, trends, education and workforce issues within the professions.

Registration with the Nursing and Midwifery Registration Board Australia is essential and relevant post graduate tertiary qualifications are desirable.

To apply: Submit a Curriculum Vitae and two-page Expression of Interest addressing the Executive Capabilities by COB (1 week from circulation) to kylie.jonasson@act.gov.au.

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

Contract: The successful applicant will be engaged under a performance based contract for a period of up to three months with a possibility of extension pending long-term filling of the position.

Contact Officer: Further information about the position is available from Kylie Jonasson, Kylie.Jonasson@act.gov.au, (02) 5124 9180

Corporate Services

Digital Solutions Division

Future Capability and Governance

Governance Support Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 13798)

Gazette Date: 20 September 2019

Closing Date: 4 October 2019

Details: Did you win the prize for the most organised person in your graduating year? Do you run a mean colour coding scheme to make sure you stay on top of everything you need to do? Are you a little geeky inside and want to let your inner geek out?

The Digital Solutions Division within ACT Health is looking to hire an energetic and dedicated individual with a slightly geeky-bent to help us deliver our Digital Health Strategy. We love to set ourselves a challenge and need to deliver a number of health technology centered projects and programs over the next few years. As a member of the Governance Hub you would be in the thick of the supporting our teams' effective operations and wider Division. An understanding of IT and/or projects will help you but it's not a requirement.

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

Notes: This is a permanent full-time vacancy. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

Applications should be submitted via the Apply Now button below.

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

Canberra Institute of Technology

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

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

Student and Academic Services

Library and Learning Services

eLearn Course Build and Support Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 44928)

Gazetted: 20 September 2019

Closing Date: 4 October 2019

Details: Canberra Institute of Technology (CIT) Library is looking for a course build and help desk support officer to provide support to students and teachers in the access and use of CIT's online learning systems. The successful applicant will coordinate and assist in the design and development of online courses in line with best practice standards using course template and assist in training CIT staff in using the various online learning platforms. The successful applicant must be able to communicate effectively with CIT's internal and external stakeholders at all levels. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Experience working within a customer facing role within the Vocational Education and Training (VET) sector. Experience using information systems (such as eLearn, eLR, Banner, CRM and TRIM) is desirable.

Note: Ability to work shift as required. Selection may be based on application and referee reports only.

How to Apply: Please provide a statement against the Selection Criteria and a copy of your current curriculum vitae with contact details for at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amy Holland (02) 6207 4325 amy.holland@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

artsACT

Kingston Arts Precinct Project Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 42086)

Gazetted: 20 September 2019

Closing Date: 4 October 2019

Details: The ACT Government is progressing development of the Kingston Arts Precinct, an exciting new visual arts precinct which will provide a mix of spaces where artists, resident organisations and creative business make, teach, exhibit, perform and sell their work. The precinct will integrate approaches in precinct planning, design and construction to create seamless interaction between external and internal public spaces enabling a variety of uses that creates an attractive and safe public domain. This position will work within the artsACT team, with our colleagues in the Suburban Land Agency and with the arts sector to support the design development and management model for the precinct. This position involves not only working in government project delivery environment but engages closely with the arts sector. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Experience in the delivery of Capital Works projects is desirable including understanding of design scope, financial management, project programming and knowledge of design and technical overlays.

Notes: This is a temporary position available immediately for a period of 24 months with the possibility of extension. This position is located within an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please submit an Expression of Interest for the position of no more than two pages addressing the Selection Criteria both Professional/Technical Skills and Knowledge and Behavioural capabilities. Please also provide your curriculum vitae with two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sam Tyler (02) 6205 4365 sam.tyler@act.gov.au

Procurement ACT

Goods and Services Procurement

Contracts and Category Management

Contracts Manager

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 18898)

Gazetted: 19 September 2019

Closing Date: 3 October 2019

Details: Procurement ACT is seeking a contract manager for a number of the Territory's whole of government arrangements. The successful candidate will be responsible for the lifecycle management of a suite of contracts in a small team environment which includes a diversity of activity from research and analysis, procurement strategy and execution, implementation and project management and ongoing contract and performance management. The candidate will work closely with stakeholders across Government and industry and consequently, will need to have an engaging communication style and strong organisational skills. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Experience in a procurement, contract or project environment would be helpful to the role.

Note: This is a temporary position available for a period of three months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may

be used to fill similar vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a statement against the Selection Criteria and a copy of your current curriculum vitae with contact details for at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Catherine King (02) 6205 5166 catherine.king@act.gov.au

Policy and Cabinet

Cabinet, Assembly and Government Business

Senior Cabinet Coordination and Support Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 32282)

Gazetted: 20 September 2019

Closing Date: 27 September 2019

Details: Cabinet Office has a challenging opportunity at the Administrative Services Officer 6 (ASO 6) level that will suit an individual who is flexible, proactive and willing to go the extra mile to ensure the smooth operation of Cabinet and its subcommittees. As Senior Cabinet Coordination and Support Officer, you will be at the forefront of government decision making, supporting the drafting and passage of Chief Minister, Treasury and Economic Development (CMTEDD) material being considered by Cabinet and the Legislative Assembly. This vacancy provides an opportunity to be part of a small and energetic team of staff to drive positive change in a fast paced environment and also presents an exciting opportunity to contribute to the evolution of the Cabinet and Assembly processes.

This role will suit an enthusiastic and motivated team player who is willing to support a number of Cabinet Office functions including:

Liaising with and providing advice to CMTEDD line areas in the development of the Cabinet business program and forward forecast;

Monitoring CMTEDD Cabinet business to ensure critical timelines and milestone dates are met;

Assisting with the handling and distribution of Cabinet and other government documents; and

Ensuring Cabinet requirements are met with a particular focus on quality, accuracy and timeliness.

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

Notes: This is a temporary position available immediately until the 1 November 2019 with the possibility of extension. Selection may be based on written application and referee reports only. This position is available to ACT Government officers and employees only.

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

Applications should be submitted to the Contact Officer.

Contact Officer: Kate Stewart (02) 6207 6136 katee.stewart@act.gov.au

Communications and Engagement

Engagement Stream

Protocol, Honours and Ceremonial Events Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 23587)

Gazetted: 19 September 2019

Closing Date: 7 October 2019

Details: The Engagement stream is organisation-driven with a focus on strategic communications and engagement planning for new and emerging priorities. This team works with executives on the long-term and high priority projects and initiatives of the directorate. The work of this team focusses on

communications, engagement, forward planning and scanning and change management. This team will also work with Corporate on high-level strategic internal communications. As Protocol, Honours and Ceremonial Events Officer, you will work as a member of the CMTEDD Engagement stream to provide ceremonial and hospitality support to the Chief Minister including high level protocol advice. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Relevant tertiary qualifications or a minimum of two years' experience working professionally in honours and awards administration is desirable but not essential. The ability to work flexibly with some out of hours work is required.

Notes: This is a temporary position available for a period of 12 months with the possibility of extension. The ability to work flexibly with some out of hours work is required. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a written application that addresses the Selection Criteria in a two-page pitch, along with your curriculum vitae, two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Angela Jacobsen (02) 6205 3031 angela.jacobsen@act.gov.au

Communications and Engagement

CMTEDD Communications and Engagement

Content Stream

Digital Communications Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 34321)

Gazetted: 23 September 2019

Closing Date: 9 October 2019

Details: Do you have a relentless drive to provide clear information to our community – in the way they want to receive it? Have a knack at working collaboratively with all stakeholders to ensure the audience is at the centre?

Interested in supporting the Protocol, Honours, Awards and Ceremonial Events we deliver for the Chief Minister? Then the Communications and Engagement Division within Chief Minister, Treasury and Economic Development (CMTEDD) wants you! If you're successful, your role in the team will be to develop, deliver and improve content across channels and manage this with key stakeholders, including the media, working with officers from across the Division.

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

Eligibility/Other Requirements: Relevant tertiary qualifications or a minimum of two years' experience working professionally in the fields of digital communications, media, public relations, marketing, or strategic communications is essential. The ability to work flexibly with some out of hours work is required.

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

How to Apply: Interested applicants should submit a current curriculum vitae, a response to the Selection Criteria in a two page pitch and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexandra Slobodian (02) 6205 5461 alexandra.slobodian@act.gov.au

Shared Services

Service Centre

Recruitment and Information Services

Senior Recruitment Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 33490)

Gazetted: 19 September 2019

Closing Date: 3 October 2019

Details: The Recruitment and Information Services (R&IS) team are seeking applications from highly motivated and experienced HR administrators to fill the position of Senior Recruitment Officer. R&IS consists of a team of Recruitment Officers delivering recruitment services to all ACT Government agencies and directorates. It is a fast paced and high volume area. We are often the first point of contact for directorate customers seeking advice on complex recruitment matters including executive engagements, recruitment policies/legislation and compliance.

The Senior Recruitment Officer is responsible for:

Providing customers with solutions to complex HR related matters;

Liaising with stakeholders to ensure services are delivered accurately and seamlessly;

Providing guidance to Recruitment Officers in delivering recruitment services;

Assisting management in managing KPI's and quality assurance; and Identifying and executing process improvements.

To be successful in this role you will have:

Demonstrated experience in providing recruitment advice in depth to customers and stakeholders at all levels preferably within a government environment.

Demonstrated experience in the application of recruitment related legislation and policies for compliance/solution purposes.

Excellent relationship management skills which facilitates better team and HR outcomes.

Resilience in managing and prioritising escalating matters.

Confidence to implement change for business improvement.

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

Notes: An order of merit will be created from this process to fill identical opportunities which may occur over the next 12 months.

How to Apply: Please submit an Expression of Interest outlining why you would be successful in this role, keeping your response to two pages. Also include a current curriculum vitae and the contact details of two referees.

Applications should be submitted to the Contact Officer.

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

Shared Services

Service Centre

Recruitment and Information Services

Recruitment Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 08271, several)

Gazetted: 19 September 2019

Closing Date: 7 October 2019

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

delivering recruitment services to all ACT Government agencies and directorates. It is a fast paced and high volume area. We are often the first point of contact for people looking to work with the ACTPS which places us on the front line for attracting great people to the service.

The Recruitment Officer is responsible for:

Providing advice to directorate customers regarding recruitment matters, including procedures and policies/legislation;

Advertising positions using various platforms;

Vetting of selection reports and outcomes for compliance;

Overseeing the timely onboarding of successful applicants, including AFP and Visa checks; and

Relationship management of directorate customers and their employees.

To be successful in this role you will have:

Demonstrated experience in a customer focused, administrative position.

Demonstrated resilience in working within a fast paced environment with competing priorities.

Competence in using a variety of business applications.

Attention to detail.

Excellent relationship management skills.

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

Note: This is a temporary position available for three months with the possibility of extension or permanency. Experience in a recruitment, government administration or HR related position will be highly regarded. An order of merit will be created from this process to fill identical opportunities which may occur over the next 12 months.

How to Apply: Please submit an expression of interest outlining why you would be successful in this role, keeping your response to two pages. Also include a current curriculum vitae and the contact details of two referees.

Applications should be sent to the Contact Officer.

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

Policy and Cabinet

Cabinet, Assembly and Government Business

Coordination and Support Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 36669)

Gazetted: 20 September 2019

Closing Date: 4 October 2019

Details: Cabinet Office has a challenging opportunity that will suit an individual who is flexible, proactive and willing to go the extra mile. As Coordination and Support Officer, you will be at the forefront of government decision making, supporting the passage of material being considered by Cabinet and the Legislative Assembly. This vacancy provides an opportunity to be part of a small and energetic team of staff to drive positive change in a fast paced environment and also presents an exciting opportunity to contribute to the evolution of the Cabinet and Assembly processes. To undertake this role successfully, you will have knowledge and understanding of the ACT Government's Cabinet, Assembly and Government Business activities, applying your knowledge to support other directorates' Cabinet and Assembly liaison teams. This diverse and interesting role is part of a high functioning branch, who willingly support each other in meeting critical timeframes. If you have an understanding of cabinet and assembly processes or the ability to quickly gain such knowledge and a critical eye for detail this may be the position for you.

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

only. This position is located in an activity based work environment. Under ABW arrangements, officers will not have a designated workstation/desk.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Georgia Junakovic (02) 6207 0148 georgia.junakovic@act.gov.au

Shared Services

Payroll and HR Systems

Payroll

Senior Director

Senior Officer Grade A \$145,048, Canberra (PN: 09751)

Gazetted: 25 September 2019

Closing Date: 9 October 2019

Details: This position is responsible for the oversight of the Business unit and all Payroll activities and requires a Payroll Leader. Managing a large team (approximately 82 full time equivalent) of payroll operatives, you will build and maintain important business partnerships and working relationships within Shared Services and the broader ACT Public Service directorates. You will lead the work of the team, driving a culture of continuous improvement and high-performance, focussing on people, customers and innovation. The position requires the exercise of sound judgement, flexibility, tact and discretion. 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: In depth experience managing a Payroll environment is essential to the role.

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

How to Apply: Interested candidates are requested to submit a two-page pitch detailing how you are the right person for this opportunity. Use examples to demonstrate how your Skills, Knowledge, Behavioural capabilities and Experience are suitable to the role. Please attach your curriculum vitae and the contact details of two current referees. Please email your Expression of Interest by 11:30pm on the 9th October 2019.

Applications should be submitted to the Contact Officer.

Contact Officer: Martin Bolton (02) 6205 8700 martin.bolton@act.gov.au

Finance and Budget Group

Budget Coordination and Reporting Branch

Budget Coordination Team

Senior Director, Budget Coordination

Senior Officer Grade A \$145,048, Canberra (PN: 36180)

Gazetted: 19 September 2019

Closing Date: 26 September 2019

Details: A temporary opportunity is available for a suitably qualified and experienced person to join the Budget Coordination team in taking a senior hands on and leadership role. This role is responsible for leading a wide range of financial and policy tasks and plays a crucial role in overseeing the budget and other administrative processes. The Senior Director, Budget Coordination reports to the Executive Branch Manager, Budget Coordination and Reporting Branch. The successful applicant will be required

to lead a small team of professionals, as well as providing direction and support to other teams in the Finance and Budget Group. A key aspect of the role is the ability to develop and maintain strong relationships within across government, including liaison with Ministers' offices and representing the Directorate on inter-governmental committees. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary or post graduate qualifications in commerce, business, accounting, economics or finance are desirable – or alternatively, tertiary qualifications in another field combined with strong numeracy skills gained through experience in financial analysis and reporting.

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

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, accompanied by separate curriculum vitae (maximum 2 pages) and details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Elizabeth Hall (02) 6207 3998 elizabeth.hall@act.gov.au

Communications and Engagement

Whole of Government Communications and Engagement

Whole of Government Communications and Engagement Services

Director, Communications and Engagement Services

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 14971)

Gazetted: 20 September 2019

Closing Date: 7 October 2019

Details: The Whole of Government Communications team in the Chief Minister, Treasury and Economic Development Directorate is looking for an experienced, organised and proactive communications and engagement manager to work closely with Communications and Engagement (CE) professionals across government to develop and enhance the capability and capacity of the CE Service. Our role is to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. We listen to the people of Canberra and are their voice in government. We value ongoing learning and will support you to grow your career. Working with us, you will ensure the right information is provided to the right audience, at the right time. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Relevant tertiary qualifications and significant experience managing people in the fields of communications, engagement, public relations, marketing, or strategic communications is essential.

An established track record in providing advice and implementing contemporary and emerging CE services; and

A strong focus on maintaining effective working relationships with stakeholders.

It is essential applicants can work flexibly in a fast-paced environment, with some out of hours work required.

Notes: This is a temporary position available immediately until the 30 June 2022 with the possibility of extension and/or permanency. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Applications should be a two page pitch broadly addressing the Selection Criteria and may be assessed on applications and referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole Mahar (02) 6205 9530 nicole.mahar@act.gov.au

Policy and Cabinet

Cabinet, Assembly and Government Business

Chief Minister Directorate Liaison Officer (DLO)

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 13642)

Gazetted: 25 September 2019

Closing Date: 2 October 2019

Details: The Chief Minister's Directorate Liaison Officer (DLO) is responsible for providing, through the Chief Minister's office, the liaison point between the Minister and the Directorates relevant to the Minister's portfolio. The DLO provides the Chief Minister with a readily accessible source of knowledge, information and skills about the operations of the Directorate. The DLO coordinates communication between the Chief Minister's office and the Directorate and enables the timely management of documents for the Chief Minister. As Directorate Liaison Officer you will be required to facilitate and support direct communications and policy advice between the Directorate and the Chief Minister's Office, and as necessary other Directorates and Ministers' Offices. In that role you will provide specialist assistance in matters relating to Cabinet, the Legislative Assembly, constituent meetings and functions. Prior to commencing, a series of placements within the Chief Minister's office will enable an induction and detailed handover. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualifications are highly desirable.

Notes: The position is for 12 months with the possibility of an extension for a further six months.

Selection may be based on application and referee reports only.

How to Apply: Please submit a two page Expression of Interest along with a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sara Burns (02) 6205 5347 sara.burns@act.gov.au

Treasury

Infrastructure Finance and Reform

Director - Governance and Administration

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 44981)

Gazetted: 19 September 2019

Closing Date: 26 September 2019

Details: Infrastructure Finance and Reform is seeking applications to fill the role of Director – Governance and Administration. The role reports to the Executive Branch Manager and works alongside the Capital Framework, Unsolicited Proposals, and Infrastructure Finance Directors within the Infrastructure Finance and Reform Branch in Treasury. The role requires a high performing person who shows initiative and can work in a dynamic and high-pressure environment to fill the permanent position of Director, Governance and Administration. If you like interesting and fulfilling work, can juggle lots of competing priorities and have excellent skills in high-level secretariat and Executive coordination, then this is a great opportunity to use your skills in a role where no two days are the same. The role manages requests from the Deputy Under Treasurers Office, ensuring the department responds to all requests in a time-efficient and high-quality manner. The successful applicant will have experience coordinating the management and preparation of ministerial replies, briefs for Budget Estimates Hearings, Unsolicited Proposals enquiries, Annual Report input and Questions on Notice. The Director also provides a high level secretariat support to the Executive level committees and Boards. With a high

degree of initiative and a focus on good outcomes, you will collaborate and network with a range of peers and stakeholders up to the Head of Service. High level written communication, liaison and negotiation skills are necessary to achieve positive outcomes across a range of responsibilities. The successful applicant will have strong organisation skills with a flexible approach to working in a dynamic environment. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. Eligibility/Other Requirements: Demonstrated experience working within an Executive team and experience providing secretariat services to high level committees or Boards is essential.

How to Apply: Applicants should address the Selection Criteria below with a maximum of 300 words per criterion and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jeff Hart (02) 6207 9373 jeff.hart@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.

Enterprise Canberra

Active Canberra

ACT Academy of Sport (ACTAS)

ACTAS Performance Services Manager

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 24053)

Gazetted: 23 September 2019

Closing Date: 30 September 2019

Details: Sport and Recreation has an exciting opportunity for a suitably qualified and experienced practitioner to be the ACTAS Performance Services Manager at the ACT Academy of Sport (ACTAS). The successful candidate will have at least five years' experience working in leadership positions in high performance sport and proven skills and experience managing professional and technical performance service personnel in a dynamic and complex high-performance sport 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.

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.

Notes: This is a temporary position available immediately until 30 June 2020 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. A merit pool will be established from this recruitment process to fill future similar vacancies over the next 12 months.

How to Apply: Please provide a supporting statement of no more than two pages outlining experience and/or abilities against the Selection Criteria and Behavioural Capabilities outlined in the Position Description along with your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gerard Corradini (02) 6207 4410 gerard.corradini@act.gov.au

Access Canberra

Office of Deputy Director-General

Directorate Liaison Officer (DLO) – Minister for Regulatory Services Office

Senior Officer Grade C/Senior Officer Grade B \$106,043 - \$140,596, Canberra (PN: 37935)

Gazetted: 20 September 2019

Closing Date: 7 October 2019

Details: Are you a master Tetris player? Can you connect the dots and join the pieces to complete the puzzle? Can you spot the patterns and read between the lines? Can you provide directions to get your team across the finish line in a hard fought game of Capture the Flag? Access Canberra is looking for a highly-motivated and collaborative Directorate Liaison Officer (DLO). The DLO is a key player in the Office of the Deputy Director-General, forging and maintaining strong links with the Ministers' Offices. As part of a high-performing team, you will be working every day to build an organisation for regulatory impact, connecting Government strategic priorities with the operational arms of the organisation. The DLO provides a key link between the organisation and the Ministers' Offices by facilitating the flow of information and providing assistance and advice in matters relating to the work of Access Canberra, the ACT's Legislative Assembly and Cabinet. You will be exposed to a wide range of regulatory and compliance responsibilities, from flammable hacky sacks to the release of helium balloons. You'll be burning up the phones and gazing in to crystal balls. Your attention to detail and excellent relationship management skills will set you up for success, in this role and beyond. Our team believes in enabling creativity and innovation, and likes to bring a spirit of fun to everything we do. If you're looking for your next exciting challenge where no day is the same, then this is the role for you. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Notes: This is a temporary position available immediately for a period of up to 12 months. This position will be filled at either the Senior Officer Grade B or Senior Officer Grade C level, dependant on the skills and experience of the successful applicant.

How to Apply: To apply, submit two page pitch outlining how your Skills, Knowledge and Behaviour make you the best fit for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alex McPherson (02) 6207 4412 alex.mcpherson@act.gov.au

Treasury

Revenue Management Group

Business Systems Unit

Assistant Director Business Systems

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 42939)

Gazetted: 25 September 2019

Closing Date: 2 October 2019

Details: An opportunity has arisen for a talented and experienced technology specialist to lead a high performing agile team in the ACT Revenue Office. If you like diverse technical challenges and working in a fun environment – then please apply. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available immediately until 30 June 2020. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Interested candidates are requested to submit a two-page pitch detailing how you are the right person for this opportunity and providing examples to demonstrate how your Skills, Knowledge, Behavioural Capabilities and experience are suitable to the role. Please attach your curriculum vitae and the contact details of two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Domenic Dichiera (02) 6207 0076 domenic.dichiera@act.gov.au

Chief Minister

Office of the Chief Digital Officer

ACT Data Analytics Centre

Senior Policy Officer

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 40122)

Gazetted: 24 September 2019

Closing Date: 10 October 2019

Details: We are seeking an experienced Senior Policy Officer to help foster improved data governance and management practice across the ACT Public Service (ACTPS). We are looking for candidates with strong communication and engagement skills to support the development of whole of government frameworks and drive foundational knowledge and best practice surrounding the use of data. The ACT Data Analytics Centre (the Centre) has been established within the Office of the Chief Digital Officer (OCDO) to build strong partnerships with the Directorates to understand and capitalise on the information assets government holds and manages. Its aims to:

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

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

Demonstrate the value of government data through data analysis;

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

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

It includes both the Information and Communication Technology (ICT) infrastructure elements required by a modern, data rich organisation as well as policy and capability development to fully realise the benefits of the platform, such as automation and data analytics. The Centre has an agile and lean mindset and uses human centred design and systems thinking approaches. Team members will be evangelists for data, promoting a positive culture that will transform the ACT Government to become an evidence-based, data-driven organisation. They will contribute to a positive and collaborative organisational culture, providing insight and input into strategic planning and actively contribute to the success of the Centre and the broader OCDO. 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: Our ideal candidate will be passionate about improving the trusted use of public sector data and to improve policy outcomes across the ACTPS. You will have demonstrated conceptual and analytical skills and a sound track record in using evidence to drive transformation and guide planning and policy development. You will have an approach that reflects the ACT Data Analytics Centre mindset with good organisational skills and the ability to deliver multiple projects within tight timeframes. You will be able to engage authentically with stakeholders on complex issues and be a strong and empathetic communicator who can present a logical and compelling argument. You will be experienced at writing high quality briefs, submissions, correspondence and other written material. We are specifically looking for candidates who can contribute some or all of the following skill and knowledge sets:

experience in engaging with a transformational government agenda;

proven ability to implement and maintain policies and frameworks in complex environments;

an understanding of data risks including the legal, ethical and privacy frameworks;

a strong understanding of how data can be used to improve policy and practice;

an understanding of design thinking, lean process, and agile delivery methodologies;

superior communications and writing skills and the ability to communicate with empathy and success; and

an ability to engage, influence and forge strong and trusted partner relationships with stakeholders at all levels, and manage executives and stakeholder expectations.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed

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

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

Applications should be submitted via the Apply Now button below.

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

Shared Services

Strategic HR and Corporate Capability and Programs

Assistant Director, Learning and Development

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 38769)

Gazetted: 20 September 2019

Closing Date: 1 October 2019

Details: Shared Services Strategic Human Resources (HR) is seeking a highly skilled and motivated Assistant Director, Learning and Development to design, implement and evaluate Learning and Development solutions for a diverse group of 800 service professionals. The successful candidate will also develop and implement traineeships to ensure a talent pipeline for our ICT and Payroll Services businesses and provide oversight of the administrative support for our graduate program. Your success will depend upon your ability to engage with stakeholders across our businesses and incorporate their needs and ideas into the programs you develop. In addition to maintaining and developing our existing face to face curriculum, you will lead our transition to digital materials and work with HR colleagues from across the directorate to implement e-Learning solutions. Leading a small team, you will provide administrative support for, and advice on, learning and development, traineeships and our graduate program. You will need to manage a number of priorities, providing high quality solutions and advice in a timely manner. Your well honed written and verbal communication skills will allow you to collaborate with and influence your colleagues to this end. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available immediately for six months with the possibility of extension up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Though advertised as a full time position the ACTPS offers flexible working arrangements and applications from candidates wishing to work on a part time basis will also be considered.

How to Apply: Please review the attached Position Description and submit your current curriculum vitae and a two-page written response to support your application. In this response, please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Jones (02) 6207 7399 peterh.jones@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

Strategic Policy

Policy and Service Design

Human Services Policy

Senior Policy Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 18370, several)

Gazetted: 24 September 2019

Closing Date: 15 October 2019

Details: We are looking for two high-performing Senior Policy Officers with enthusiasm for policy development in the human services environment. As an experienced policy professional who prides yourself on your analytical and influencing skills, you should have a strong interest in issues relating to children, young people and families, social inclusion, child protection and youth justice. To be successful in the role, you should be able to research, consult and prepare policy briefs and Cabinet submissions. You should be able to communicate clearly to various audiences in verbal and written form, and value working with others to innovate and deliver quality work. This role will combine all your capabilities as a skilled analytical thinker, communicator and relationship manager. This role provides an opportunity to develop your strategic policy skills and contribute to a collaborative team. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualification in health and social sciences/public policy/economics/law is preferred.

Note: There are two temporary positions available starting immediately until 30 June 2020, with the possibility of extension and/or permanency. Selection may be based on written application and referee checks only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Applications must include 1) a copy of your curriculum vitae, 2) a two-page statement addressing the Selection Criteria, including key examples, and 3) contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Goodwin (02) 6207 9995 sarah.goodwin@act.gov.au

Children, Youth and Families

Bimberi Youth Services

Youth Worker 1/2 - Bimberi Youth Services

Youth Worker 1/2 \$63,374 - \$76,184, Canberra (PN: 03331)

Gazetted: 24 September 2019

Closing Date: 18 October 2019

The Organisation

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; children, youth and family support services; disability services; homelessness and community services.

The Children, Youth and Families division provides early intervention and prevention services to ACT children, young people and their families and works to support vulnerable children and young people to be safe, strong and connected.

Bimberi Residential Services focuses on delivering child-centred, evidence-based and developmentally appropriate, human rights compliant intervention to children, young people and their families. The Centre provides safe and secure accommodation for young people between the ages of 10 and 21 years, who are remanded in custody or sentenced by the ACT Children's or Supreme Courts.

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

The Opportunity

The position of a Youth Worker works within a team to enhance the safe care, support and supervision of residents within the Bimberi Youth Justice Centre. They actively contribute to case planning for young people and provide advice and guidance to residents to improve their living skills, development and social interactions. They also implement effective behaviour management, conflict resolution and harm minimisation strategies.

Key components of the role include:

Engage residents in case plans relating to their individual needs, goals and strategies

Liaise with families, carers, government and community agencies involved in a case management process

Deliver a high standard of care to all residents through personal professionalism, respect and courtesy

Encourage and support residents to participate in a range of program activities relating to rehabilitation and positive re-integration into the community

Maintain high quality, accurate, timely record keeping practices in line with relevant legislation

Engage and liaise with a range of internal and external stakeholders including community agencies, government services, legal representatives, courts and tribunals

Provide leadership in collaborative practice with children, young people, their families, carers, government and non-government agencies to facilitate improved outcomes

Participate in training and development programs to enable own and other's professional development

The Person

Great Youth Workers can come from a wide range of difference backgrounds, with skills and experiences in many different fields.

All Bimberi staff complete an extensive 7-week paid induction period plus ongoing training, development and support. This teaches Youth Workers the specifics required in their role and prepares them for unique circumstances at Bimberi.

Therefore, even if you do not have prior experience or training in Youth Work, what is important to have is a passion for working with young people who may be going through a difficult time in their life. To be a supportive, confident and positive role model and to be able to assist young people in building confidence and resilience so they can make positive choices for their future.

The following personal qualities are key:

Resilience: Perseveres to achieve goals, even in the face of obstacles. Copes effectively with setbacks and disappointments. Remains calm and in control under pressure.

Integrity: Inspires trust through treating all individuals fairly. Has a positive work ethic.

Flexibility: Adaptable and open to new ideas and accepts changing priorities without undue discomfort. Displays enthusiasm and initiative.

Teamwork: Collaborates and shares information. Shows consideration, concern and respect for other's feelings and ideas. Accommodates and works well with the different working styles of others.

Encourages resolution of conflict within a group.

Relationship Building: Promotes harmony and consensus through diplomatic handling of disagreements. Builds trust through consistent actions, values and communications.

Effective Leadership: Models behaviours integral to Directorate values, inspires people, is optimistic, supports and facilitates colleagues, has excellent judgment, has confidence and high-level communication

People who have a strong understanding of the issues that could be associated with a young person in custody, such as childhood trauma or a history of drugs and alcohol, and really enjoy working with young people are great candidates for Youth Workers.

Eligibility/Other Requirements

Possession of a current driver's licence and Senior First Aid Certificate.

Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) ACT 2011 will be required

For more information on the role of a Youth Worker, please visit our site here:

<https://horizonone.com.au/bimberi-youth-worker-recruitment/>

Your Application

If you are interested in a rewarding career as a Youth Worker please click:

<https://app.revelian.com/HorizonOneRMS/ap73525/> to commence the application process.

To apply for this role with the Community Services Directorate at Bimberi Youth Justice Centre, an application form must be completed online through the HorizonOne portal. Any applications made outside this portal cannot be considered.

Contact Officer: Horizonone Recruitment actcsd@horizonone.com.au

Inclusion and Participation

Office for Seniors and Veterans

Assistant Director

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 36564)

Gazetted: 24 September 2019

Closing Date: 1 October 2019

Details: The Office for Senior's and Veterans is seeking a Senior Policy Officer with a passion for developing policy that aims to improve the lives of older Australians and those who have served our country in the Defence Force. The key piece of work for this position will be the development of the ACT's Age-Friendly City Plan. The Age Friendly City Plan will implement the goals of the Age-Friendly City - a Vision for our City. This project will involve considerable community consultation and cross directorate liaison in order to deliver the Plan for the consideration of Government. The Office for Senior's and Veterans is a small team and there will be opportunity for this position to lead other pieces of relevant work including the management of a Ministerial Advisory Council and a grants round.

Notes: This is a temporary position available immediately up to six months with the possibility of extension.

How to Apply: The online application form requires a written response addressing the Selection Criteria and a curriculum vitae to be provided as a minimum. Please provide referee reports with your application if possible.

Applications should be submitted via the Apply Now button below.

Contact Officer: Penny Taylor (02) 6207 8830 penny.taylor@act.gov.au

Office of the Director-General

Organisational Governance

Organisational Governance

Cabinet Liaison Officer

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 55630)

Gazetted: 24 September 2019

Closing Date: 1 October 2019

Details: The Directorate is seeking a highly qualified/experienced Cabinet Liaison Officer (CLO). The CLO will have significant contact with directorate officers, including executive, requiring a high-degree of sensitivity, as well as a highly responsive approach in responding to tight deadlines. The CLO must have proven high-level government experience in the management of, and provision of advice on Cabinet and Assembly matters. High-quality written communication skills, including demonstrated experience in coordinating input to documents from a range of sources and demonstrated experience to effectively lead a small team in a complex high-pressure environment with competing deadlines and priorities.

Notes: This is a temporary position available immediately up until the 2 January 2020 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Please submit an Expression of Interest of no more than two page's along with a current curriculum vitae.

Applications should be submitted via the Apply Now button below

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

Corporate Services

Finance and Budget

Assistant Director - Financial/Management Accountants

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 09850, Several)

Gazetted: 20 September 2019

Closing Date: 4 October 2019

Details: The Community Services Directorate has several Assistant Director Vacancies in the Finance and Budget Branch. The Branch is looking to recruit experienced financial and management accountants to fill these vacancies. Applicants should be experienced financial and/or management accountants; excellent communicators (verbal and written) and be prepared to take responsibility and lead within a team environment.

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

How to Apply: To apply, please submit a copy of your current curriculum vitae and a response to the Selection Criteria (limiting each criteria to 300 words).

Applications should be submitted via the Apply Now button below.

Contact Officer: Joseph Borgese (02) 6205 9717 joseph.borgese@act.gov.au

Director of Public Prosecutions

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 Director of Public Prosecutions

Legal

Legal

Prosecutor Grade 3

Prosecutor Grade 3 \$118,087 - \$130,579, Canberra (PN: 17498, Several)

Gazetted: 24 September 2019

Closing Date: 8 October 2019

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director. The duties of the position include to prosecute more complex summary hearings and committals; appear in mention lists in the Magistrate's Court and Supreme Court; act as instructing solicitor in trials in Supreme Court; prosecute simpler trials, sentencing proceedings and appeals in the Supreme Court; appear in more complex coronial inquests; and mentor junior prosecutors. The Office of the Director of Public Prosecutions supports workforce diversity and is committed to creating an inclusive workplace.

As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Applicants will either be admitted or eligible to practice as a Barrister and/or Solicitor in the ACT. The successful applicant will be required to undergo a National Police check.

How to Apply: You should provide a written response addressing the Selection Criteria, along with your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joel Hiscox (02) 6207 5399 joel.hiscox@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**

Business Services Division

Strategic Finance and Procurement

Internal Budgets and Reporting

Finance Business Partner

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 03232)

Gazetted: 19 September 2019

Closing Date: 26 September 2019

Details: The Education Directorate is seeking applications from self motivated accounting professionals with experience in preparation of financial and management accounting reports for internal and external stakeholders, preparing internal budgets and assisting with external budget development. The successful applicant will also be required to analyse trends in financial operations and provide advice to senior officers as well as undertake ad hoc and special projects as required. Well developed organisational skills as well as the ability to work under pressure are also an advantage. The Finance Business Partner will be a key contact for all resourcing and planning for the System Policy and Reform Division of the Education Directorate.

Eligibility/Other Requirements: Tertiary qualifications in Accounting or previous experience in a finance related role are required.

Note: This is a temporary position available immediately until 8 May 2020.

How to Apply: In two pages or less, provide your statement of claims against the Selection Criteria and what you will bring to the role. A current curriculum vitae should be included, listing details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lauren Whiley (02) 6205 9115 lauren.whiley@act.gov.a

School Operations

North Canberra/Gungahlin

Campbell High School

Deputy Principal

School Leader B \$143,046, Canberra (PN: 34273)

Gazetted: 19 September 2019

Closing Date: 29 September 2019

Details: Campbell High School is seeking a Deputy Principal to oversee a range of significant initiatives and processes across the school. The Deputy Principal will lead student wellbeing practices and tiered programs to meet the needs of a diverse range of students including oversight of Inclusion Support, Cultural Integrity, Positive Behaviour for Learning and Flexible Learning. The successful applicant will have a strong background in student management and community engagement. They will also have proven ability to collaboratively work with the senior executive team to lead staff through school improvement processes, including strategic planning and management of 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 (TQI) (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.

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

How to Apply: Please submit a current curriculum vitae, the names of two referees and a brief supporting statement of no more than two pages addressing the following leadership capabilities:

Professional Practice 1: Leading teaching and learning

Professional Practice 3: Leading improvement, innovation and change

Professional Practice 5: Engaging and working with the community

Applications should be submitted via the Apply Now button below.

Contact Officer: Steven Collins (02) 6142 3166 Steven.Collins@ed.act.edu.au

Business Services

Governance and Community Liaison

Governance and Legal Liaison

Assistant Director

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 45326)

Gazetted: 25 September 2019

Closing Date: 2 October 2019

Details: This position will play a key role in a number of Governance projects with particular work involving a system to manage a range of agreements and MoUs as well as work to further develop resources to support their development and review by schools and directorate business areas. Other work will involve managing directorate delegations and authorised person appointments. There will also be the opportunity to contribute to policy work.

Eligibility/Other Requirements: The successful applicant will contribute Skills and Experience in dealing with Legislation and Agreements, their project management experience, Information Technology (IT) capability and ability to work with people in different contexts. Applicants should have legal qualifications.

Notes: This is a temporary position available immediately up until the 30 June 2020. Dates may vary according to availability and work requirements.

How to Apply: Applicants are to address the Selection Criteria of no more than two pages and provide a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anne Siripol (02) 6205 9151 anne.siripol@act.gov.au

Business Services

Governance and Community Liaison

Information Access

Assistant Director, Freedom of Information and Open Access

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 45273)

Gazetted: 20 September 2019

Closing Date: 4 October 2019

Details: Does working in a position that demands a high degree of trust and critical thinking, is relied upon by executives and senior management for its expertise and advice, handles interesting subject matter, is part of a small, dedicated team, and provides a valued service to clients, including members of the public, appeal to you? If so, this could be the role for you.

Eligibility/Other Requirements: To be successful in this role you would need to have strong analytical skills, excellent communication skills, and experience with applying and interpreting legislation.

Note: This is a temporary position available until 30 June 2020 with the possibility of extension in the challenging area of information access.

How to Apply: Applicants should submit a supporting statement outlining experiences and or ability against the Selection Criteria, current curriculum vitae (no more than 4 pages) and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emma Hotham (02) 6205 0720 emma.hotham@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

Sustainability and the Built Environment

Climate Change and Sustainability

Carbon Neutral Government

Policy/Program Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 37008)

Gazetted: 25 September 2019

Closing Date: 11 October 2019

Details: An opportunity exists to work on world leading, cutting edge innovations and contribute to policies and programs which are helping to solve the global climate emergency which requires urgent, significant, ongoing and unprecedented action. The Climate Change and Sustainability Division within the Environment, Planning and Sustainable Development Directorate is looking for agile and collaborative officers with drive and commitment to work within in a fast paced environment. As a member of a team, the successful applicants will be required to develop, implement and evaluate policies and programs in one or all of the themes of climate change, sustainability and energy. This process will be used to create a merit list for potential vacancies in the Climate Change and Sustainability Division throughout the year. There is currently one vacancy available at the Policy/Program Officer level. This position is in the Carbon Neutral Government (CNG) team. The Carbon Neutral Government team is responsible for demonstrating leadership in our community by driving ambitious emissions reductions in Government operations, including health and education facilities, fleet vehicles and buses. To achieve this goal, the CNG team is required to support the development of emerging technologies such as zero emissions heating and vehicles. This requires effective partnerships across government to meet an ambitious emission reductions target while delivering on the core functions of each directorate.

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

How to Apply: Suitability for this position will be based on your Skills, knowledge and Behaviour in relation to the Duties/Responsibilities listed in the Position Description. Please submit a written application, of no more than two pages, responding to the two statements below. Please also submit a current 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. Instead, please demonstrate your capacity to perform the duties and responsibilities at the specified classification by responding as follows: 1) Detail your greatest achievements in the last five years and how they relate to this position and its duties; 2) Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role
Applications should be submitted via the Apply Now button below.

Contact Officer: Cameron Knight (02) 6205 2978 cameron.knight@act.gov.au

Sustainability and the Built Environment

Urban Renewal

Asbestos Response Taskforce

Assistant Accountant

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 35608)

Gazetted: 24 September 2019

Closing Date: 8 October 2019

Details: Do you enjoy working with numbers? Do you enjoy working collaboratively with people to resolve problems? The Asbestos Response Taskforce within the Urban Renewal Branch of the Environment, Planning and Sustainable Development Directorate (EPSDD) is looking for an enthusiastic and skilled Assistant Accountant who wants to be part of a committed and customer focussed team to deliver quality outputs for the Directorate. You will be able to add value by assisting the Director, Finance, managing the business unit budget, undertaking regular and periodic reconciliations, monitoring financial commitments and expenditure, as well as compiling information for management reporting. This role will provide you with the opportunity to work with passionate people delivering projects and policies on behalf of the ACT Government for the Community. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Relevant qualifications in finance and accounting are highly desirable.

Notes: This is a temporary position commencing immediately up until the 31 December 2020 with the possibility of extension. A merit pool may be established to fill future temporary vacancies at level over the next twelve months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please provide a curriculum vitae, contact details of two referees, and a short statement (no more than two pages) outlining how your Skills, Qualifications and Experience make you an ideal candidate for the role. You should consider both the Duties/Responsibilities of the position and the Selection Criteria in drafting your statement.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lalanka Amarasiri (02) 6207 9175 lalanka.amarasiri@act.gov.au

Environment

Parks and Conservation Service

Parks, Reserves and Rural Land

Project Ranger

Technical Officer Level 3 \$72,989 - \$82,486, Canberra (PN: 39185)

Gazetted: 25 September 2019

Closing Date: 9 October 2019

Details: ACT Parks and Conservation Service (PCS) is looking for a motivated individual to plan and deliver a range of projects undertaken at Mulligans Flat Woodland Sanctuary. This role will have a particular focus on the design, installation, and maintenance of technical infrastructure associated with the predator-proof fence (e.g. agricultural telemetry monitoring system). The successful applicant will need to demonstrate a range of skills including vertebrate pest control, fencing, machinery operation, and infrastructure installation and maintenance. The applicant must also have the ability to work independently in the field under the supervision of senior management, and also collaboratively with PCS colleagues, staff from partner organisations, and volunteers.

Eligibility/Other Requirements:

Demonstrated practical experience and knowledge in implementing natural resource management programs, including vertebrate pest management, and the installation and maintenance of technical infrastructure;

The ability to work both independently, and collaboratively with colleagues from PCS and partner organisations and other members of the community;
Good oral and written communication skills and the ability to interact well with other staff, the public and park visitors.

Extensive experience operating and maintaining machinery and equipment.

An understanding of the role and functions of the Parks and Conservation Service and the ACT Government.

Demonstrated ability to consistently display commitment to the implementation of the principles of Workplace Diversity, participative work practices, Workplace Health and Safety, and compliance with the requirements of the *Territory Records Act*.

Notes: This is a temporary position available from the 16 December 2019 up until the 15 December 2022 with the possibility of extension and/or permanency. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Simon Stratford (02) 6205 3655 simon.stratford@act.gov.au

Environment

Nature Conservation Policy

Conservation Plan and Research

Project Officer

Professional Officer Class 1 \$59,489 - \$82,486, Canberra (PN: 16017, several)

Gazetted: 25 September 2019

Closing Date: 11 October 2019

Details: Successful applicants for these casual Fauna Project Officer positions will support the work of the Conservation Research unit, which is responsible for a range of applied ecological research and monitoring programs, preparation of scientific advice on management of threatened species and communities, threatening processes, aquatic ecology, vertebrate pests and conservation impacts related to urban development. The primary focus of these positions is to support senior ecologists in a range of applied ecology and administrative support tasks, including field surveys, data management, and preparation of written reports.

Eligibility/Other Requirements:

A current Manual driver's licence.

Willingness to work with computers for long periods of time.

Willingness to work in remote locations, out of hours and in adverse weather conditions and the ability to work independently in the field if required.

Willingness to work on boats and with electrofishing operations. Electrofishing operations require the officer to not have any heart complications and be able to swim.

Willingness to work on a full range of biological specimens, including living and dead animals, faecal samples and preserved specimens, and microscope work.

Note: This is a temporary position available from 2 December 2019 until 30 June 2022. This recruitment process will be used to fill the fauna position, as well as to establish a merit list to fill multiple casual positions supporting surveys relating to biodiversity monitoring programs. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a written application addressing the selection criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Renee Brawata (02) 6207 0636 Renee.Brawata@act.gov.au

Health

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

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

Health Services Directorate

CHS Deputy Director General Clinical Services

CHS Pathology

Specialist 1-5 - Microbiologist

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 43919)

Gazetted: 26 September 2019

Closing Date: 25 September 2019

Overview of the work area and position: ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. Clinical Microbiology, as a part of ACT Pathology, provides diagnostic, analytical and consultative services, including bacteriology, mycology, mycobacteriology, molecular pathology and immunoassay, and collaborates closely with the Infectious Diseases unit, Infection Prevention and Control, the Antimicrobial Stewardship service, Canberra Sexual Health Centre, the Health Protection Service and ANU Medical School. Clinical Microbiology provides a consultative service to the Neonatal Intensive Care Unit. Under broad direction of the Director of Microbiology you will be required to attend the laboratory for designated sessions, participate in the on-call roster, provide a consultative service and provide supervision to scientific staff and registrars. This position will be expected to provide infection prevention and control leadership within the Clinical Microbiology Department. 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 \$272,410 - \$331,380 Eligibility/Other Requirements: Qualifications and experience: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency with specialist registration in Pathology (Microbiology). o Fellowship of the Royal College of Pathologists Australasia (FRCPA). or equivalent specialist qualifications. Highly Desirable: o Hold a current driver's license. Please note prior to commencement successful candidates will be required to: o Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). o Undergo a pre-employment Police check. o Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Contact Officer: Karina Kennedy 02 5124 2105 karina.kennedy@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606

Justice and Community Safety

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

Legislation, Policy and Programs

Restorative Justice

Restorative Justice Convenor

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 42747)

Gazetted: 23 September 2019

Closing Date: 16 October 2019

Details: An exciting opportunity exists within the ACT's Restorative Justice Unit (RJU) for the full-time temporary position of Restorative Justice Convenor. Restorative Justice is a process whereby parties with a stake in a specific offence collectively resolve how to deal with the aftermath of the offence and its implications for the future. In the ACT, the *Crimes (Restorative Justice) Act 2004* sets out the principles and goals that guide restorative justice processes in ways that promote safe and satisfying conferencing for people affected by crime. This Unit is the dedicated government agency responsible for assisting the voluntary personal engagement of the people affected by a crime (victims, offenders, their families and communities) to provide a social context for addressing the crime, its impacts and how to put things right. The RJU is seeking someone with experience working with victims and/or offenders, preferably including group processes, and with a good understanding of applying the principles and processes of restorative justice. The ideal applicant will have a sound knowledge of the broader criminal justice legislation and its impacts on victims and offenders and will have experience managing complex group interactions. The person will have excellent communication and conflict resolution skills, the ability to manage strong emotions in group processes and the ability to adhere to the principles of restorative justice to encourage outcomes that are safe, ethical and constructive. The person in this role is expected to work collaboratively, providing support for other convenors and Unit objectives and must have a strong empathy and understanding of the impacts on clients exposed to trauma and violence. As the Unit manages referrals for domestic violence and sexual offences, it is advantageous for applicants to have experience and or qualifications in these complex areas.

Eligibility/Other Requirements: A National Police check will be conducted and a current driver's licence is essential. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

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

How to Apply: Applicants are required to submit four items: 1) statement of claims against specified Selection Criteria; 2) a current curriculum vitae; 3) the names and contact details of two referees (one should be a current Supervisor/Manager); and 4) a copy of your current driver's licence. Please ensure you submit all four items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amanda Lutz (02) 6207 0041 amanda.lutz@act.gov.au

Justice

Legislation, Policy and Programs

Criminal Law

Senior Legal Policy Officer

Legal 1 \$61,785 - \$124,436, Canberra (PN: 12367)

Gazetted: 23 September 2019

Closing Date: 7 October 2019

Details: The Criminal Law Group within the Legislation Policy and Programs Branch of the Justice and Community Safety Directorate is seeking a qualified lawyer to perform the role of Senior Legal Policy Officer. The Senior Legal Policy Officer is required to contribute to the legal policy responsibilities of the group but with a particular focus on security and counter-terrorism matters. The successful candidate will form part of the Security and Emergency Management Branch (SEMB) within the Justice and Community Directorate but be embedded within the Criminal Law Group. Functions of the position will include preparing advice and related reports and correspondence for relevant Ministers, managing national security, counter-terrorism and justice related projects, engaging in consultation with the community and government and participating in local and national forums. The Senior Legal Policy Officer will be expected to deliver legislative and policy projects with minimal supervision. The successful applicant will require excellent research and high-level analytical skills, a detailed understanding of government processes and strong communication, including written communication, skills and collaborative skills for engagement with stakeholders. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: A degree in Law of an Australian tertiary institution, or a comparable overseas qualification, which is appropriate and relevant to the duties of the position is essential. Possession of, or the ability to acquire and maintain a Negative Vetting 1 National Security Clearance is essential.

Notes: This is a temporary position available immediately up until 26 June 2020 with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Applicants must submit a maximum of a two-page pitch that articulates their Knowledge, Skills and Experience against the Selection Criteria. A current curriculum vitae should be attached.

Applications should be submitted via the Apply Now button below.

Contact Officer: Keegan Lee (02) 6207 5244 keegan.lee@act.gov.au

ACT Courts and Tribunal

Registrar, Magistrates Court

Executive Level 1.3 \$236,451 - \$245,570 depending on current superannuation arrangements, Canberra (PN: E061)

Gazetted: 25 September 2019

Closing Date: 11 October 2019

The position

The Magistrates Court is established by the Magistrates Court Act 1930. It has jurisdiction to hear a wide range of matters across both the civil and criminal jurisdictions. The Magistrates Court also sits as the Childrens Court, Family Violence Court, Galambany Court, Warrumbul Court and Industrial Court. The Chief Magistrate and magistrates also constitute the Coroners Court.

Most of the Magistrates Court's work is in the criminal jurisdiction. The court also has a broad jurisdiction to hear and determine civil applications where the value of the claim is between \$25,000 - \$250,000 and in some cases, such as commercial leases, the jurisdiction is not limited.

The Registrar of the Magistrates Court is a statutory appointment under the Magistrate Court Act with responsibility for a range of quasi-judicial, statutory and administrative functions relating to the operation of the Court including the management of cases coming before it.

As Registrar you will exercise quasi-judicial powers, provide high level advice to the Chief Magistrate and Magistrates on matters of legislation and court practice, and give direction and support to the registry

staff. You will also support the Principal Registrar of the ACT Courts and Tribunal in the overall management of the organisation.

To be a strong contender for this appointment you will need to be a self-motivated person with highly developed communication and interpersonal skills, sound judgement, very good planning and organisational skills (particularly in relation to work prioritisation), and a commitment to the delivery of high quality services. You will be able to demonstrate success in achieving best practice in court operations with proven ability to inspire employees to embrace change and transformation. You will also need to be a legal practitioner with at least five years' post admission experience, preferably in civil or criminal litigation.

Qualifications: Admission as a practitioner of the High Court or the Supreme Court of an Australian State or Territory.

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

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

How to apply: Please provide a written response of no more than four pages addressing the Selection Criteria, your curriculum vitae and the names of two referees before close of business on 11 October 2019.

Applications should be submitted via the Apply Now button below.

Contact Officer: For further information please contact Philip Kellow, Principal Registrar and CEO, ACT Courts and Tribunal on (02) 6207 1054 or email to Philip.Kellow@courts.act.gov.au.

ACT Emergency Services Agency

ACT State Emergency Service

Director, Volunteer Collaboration

Senior Officer Grade A \$145,048, Canberra (PN: 45269)

Gazetted: 20 September 2019

Closing Date: 4 October 2019

Details: Volunteers of the ACT Emergency Services Agency are fundamental to emergency management in the ACT and their value and importance is recognised. Volunteers and the commitment they bring to the protection of the ACT community remain part of the core strength of the ACT Emergency Services Agency. As an Agency, we take pride in the role of our Volunteers and are committed to best practice in volunteer management and to provide appropriate training and support. The ACT Rural Fire Service and the ACT State Emergency Service are looking for a suitably qualified individual to undertake the newly created role as Director of Volunteer Collaboration. This role will develop and coordinate volunteer practices across two services and report to both the Chief Officer ACT Rural Fire and ACT State Emergency Services. Are you highly motivated? Enthusiastic? Do you like to think innovatively? Are you a people person? Then we are looking for you.

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

How to Apply: Please send through a current curriculum vitae and two page response on how you meet the position requirements. Further, please provide the names of two referees who can be contacted to corroborate your claims.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jeffrey Butler (02) 6207 1140 jeffrey.butler@act.gov.au

ACT Human Rights Commission

President and Human Rights Commissioner

Senior Human Rights Legal and Policy Adviser

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 45284)

Gazetted: 23 September 2019

Closing Date: 30 September 2019

Details: The ACT Human Rights Commission is an independent agency established by the *Human Rights Commission Act 2005* and include four statutory office holders:

President and Human Rights Commissioner

Public Advocate and Children and Young People Commissioner

Discrimination, Health Services, Disability and Community Services Commissioner

Victims of Crime Commissioner

The Commission is seeking a senior human rights lawyer to manage our human rights legal team. The Senior Human Rights Legal and Policy Adviser assists the Commissioner fulfil her work in promoting understanding of the *Human Rights Act 2004* across the ACT Government and broader community. The role may also be required to research legal obligations and law reform in other areas relevant to the work of the Commission including privacy, health, guardianship, children and young people and victims of crime. The position includes the direct management of other lawyers and interns in the team. The ACT Human Rights Commission supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the Contact Officer.

Eligibility/Other Requirements: A tertiary qualification in law is highly desirable. This position does not require a pre-employment medical. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

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

How to Apply: Potential candidates should include a supporting statement of no more than two pages outlining experience and/or ability against the criteria in the Position Description, along with contact details of one referee and a current curriculum vitae.

Applications should be submitted to the Contact Officer.

Contact Officer: Sean Costello (02) 6205 5400 sean.costello@act.gov.au

Corporate

Governance and Business Improvement

Assistant Director, EDRMS Implementation

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 40117)

Gazetted: 24 September 2019

Closing Date: 8 October 2019

Details: The Justice and Community Safety Directorate is seeking applications from motivated individuals to help progress the implementation of the Electronic Document and Records Management System (EDRMS), HPE Content Manager, throughout the Directorate. As well as coordinating the remaining EDRMS rollouts, the role is responsible for providing system training and support. The role involves liaison with relevant stakeholder within the Directorate and across Government and will suit someone who can identify and champion business improvement outcomes.

Notes: This is a temporary position available immediately up until the 31 March 2020.

How to Apply: Please provide a two page pitch outlining the Professional/Technical Skills and Knowledge and Behavioural Capabilities along with a current curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lauren Callow (02) 6213 0762 lauren.callow@act.gov.au

Legislation, Policy and Programs

Civil Law

Senior Policy Officer

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 42986, Several)

Gazetted: 20 September 2019

Closing Date: 4 October 2019

Details: The Civil Law team in Legislation, Policy and Programs, are seeking applications for multiple positions at the Senior Officer Grade C level, which may work across one or more of the sections below. The Civil Law team provides legal policy advice, delivers law reform and provides project management across a range of civil and administrative law topics, which include:

The Courts and Tribunal Section: Responsible for judicial and tribunal appointments and entitlements; restorative reforms of coronial processes; reforms to courts and tribunal legislation; and other civil law project work including reforms to electoral laws.

The Human Rights and Social Policy Section: Responsible for reforms of the Official Visitor scheme; statutory review of the *Human Rights Commission Act 2005*; discrimination law reforms; gender and LGBTIQ policy; privacy law; and elder abuse. The section is also responsible for scrutinising and assessing all Government Bills for compatibility with the *Human Rights Act 2004*, liaising with policy officers to address compatibility issues and advising the Attorney-General on compatibility. Expertise in human rights law would be considered favourably for work related to this section.

The Housing and Consumer Protection Section: Responsible for projects promoting access to housing, citizens' rights and consumer protection, including reforms of residential tenancies and occupancy law; retirement villages regulation; professional standards regulation; defamation law; and consumer protection law. Senior Policy Officers deliver critical legislation, law reform and policy projects and provide high quality, strategic advice to Ministers and Government. They are responsible for applying superior analytical and written skills to produce briefings, drafting instructions and issues papers across diverse areas of civil law. This is an opportunity to join a busy team that makes a significant contribution to the Government's access to justice agenda, which has a tangible impact on the lives of Canberrans. Eligibility/Other Requirements: Relevant tertiary qualifications or significant study towards gaining qualifications, or experience within a justice or community safety environment would be highly desirable.

Notes: Applicants should indicate whether they are interested in a particular section of the Civil Law team or whether they would be happy to work in or across any of the sections. An order of merit list may be established from this selection process and may be used to fill identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a written application that addresses the requirements of the position in a two-page pitch, along with your curriculum vitae, two referees and their contact details.

Applications should be submitted via the Apply Now button below.

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

Corporate

People and Workplace Strategy

Project Officer, Change Manager – JACS READY 2020

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 38073)

Gazetted: 23 September 2019

Closing Date: 7 October 2019

Details: People and Workplace Strategy (PWS) are seeking a highly organised and dynamic person to work within the team as a project officer on the JACS READY 2020 project. The JACS READY 2020 project will support the smooth transition of some of our people into the new Civic Office Block and to a new

way of working within an exciting Activity Based Work environment. A key focus of this role will be to provide leadership in this transitional process and PWS are seeking a person who can manage competing priorities, deliver high quality support and outcomes through effective management of stakeholder relationships across the directorate and wider ACT Government.

Eligibility/Other Requirements: Previous experience in project management or leadership in transitional processes would be desirable.

Notes: This is a temporary position available from October 2019 for up to 14 months.

How to Apply: Demonstrate your experience, skills and behaviours in carrying out the duties outlined above by providing: a two-page written response addressing the professional/technical skills and knowledge, and behavioural capabilities; your curriculum vitae; and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michelle Hemming (02) 6205 7361 michelle.hemming@act.gov.au

Public Trustee and Guardian

Finance

Principal Finance Officer

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 38281)

Gazetted: 20 September 2019

Closing Date: 29 September 2019

Details: The Public Trustee and Guardian (PTG) is a unique organisation that provides trustee, guardianship and estate administration services to the ACT community.

We have an anticipated vacancy for a motivated and well-organised person who is skilled in strategic administration to act as Principal Finance Officer in our Finance Unit. The Finance Unit provides a Corporate Finance, Investment, Funds Management, Taxation and Property service to the PTG and its clients. The successful candidate will assist the Finance Director with all functions in relation to the management of the Finance Unit.

We are seeking expressions of interest from people with exceptional communication, organisational and administration skills with a good ability to prioritise workloads.

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: This is an anticipated temporary vacancy available until 6 November 2019. This position is available to ACT Government officers and employees only.

How to Apply: If you are looking for a dynamic role working in a unique environment, please submit an expression of interest no longer than two pages outlining how you meet the Behavioural Capabilities, Technical Skills and Knowledge components outlined in the Position Description. You should also provide a current curriculum vitae and the name and contact details of two referees.

Applications should be sent directly to the Contact Officer.

Contact Officer: Penelope Parker (02) 6207 9800 penelope.parker@act.gov.au

Major Projects Canberra

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

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

Ministerial, Governance and Corporate Support

Systems ICT and Records Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 45366)

Gazette Date: 25 September 2019

Closing Date: 9 October 2019

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you! Project Development and Support will provide leadership and contribute strategic direction for Major Projects Canberra, focussing on innovation, collaboration and high performance. The Division will be responsible for business case development and planning of major projects, business management, governance, risk management, financial control, ministerial, Cabinet and corporate support, community engagement and collaborative partnerships inside and out of Government. Ministerial, Governance and Corporate Services works collaboratively with the Minister's Office, the Chief Projects Officer and other members of the Executive Team, Project Boards, Executives across the ACTPS, and key government and non-government stakeholders. The Branch will provide leadership and expertise to Major Projects Canberra on Governance including risk and safety, audit, policy development, ministerial and Cabinet, human resources and corporate support. This role leads and is responsible for a project to enable electronic document records management capability across Major Projects Canberra. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Formal qualifications in the area of recordkeeping, as well as previous experience with and knowledge of electronic document and record keeping systems would be an advantage.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Lauren Cunningham (02) 6207 5996 lauren.cunningham@act.gov.au

Communications and Engagement Division

Media and Communications Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 38593)

Gazette Date: 25 September 2019

Closing Date: 9 October 2019

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you! Major Projects Canberra was established on 1 July 2019 to lead the procurement and delivery of the Territory's infrastructure program. It has two main components:

1. Procuring and delivering infrastructure projects designated by the Chief Minister into Major Projects Canberra. Typically those designated projects will have significant complexity and scale. Major Projects Canberra will bear budget accountability for those projects and have accountability to the relevant Minister responsible for those projects. The first projects designated into Major Projects Canberra are the SPIRE Canberra Hospital project and City to Woden light rail (as well as finalisation of the Light Rail Stage 1 delivery phase); and
2. Delivering other whole-of-government infrastructure projects in partnership with other Directorates.

The Communications and Engagement division will support all other divisions of Major Projects Canberra. The Division will be responsible for external communications and engagement, specifically for major projects that have designated to the organisation to deliver, but also across other whole-of-government infrastructure projects in partnership with other Directorates. The Division will also be

responsible for some internal communication work to support the Chief Projects Officer the other business units as required.

The position is responsible for all proactive and reactive media for Major Projects Canberra. The position will work closely with the Executive Director, Communications and Engagement to ensure proactive media opportunities are regularly sort for both Major Projects Canberra, its clients and Ministers. The position will also work in a collaborative manner across Major Projects Canberra's significant projects – currently Light Rail Stage 2 and the SPIRE project. The position will also be responsible for assisting as required with the creation of general written copy to support communication activities.

Eligibility/Other Requirements: Tertiary qualifications in a communication related discipline or significant relevant experience in a digital media position is highly desirable. An ACT Government CMTEDD Baseline clearance is required for this position.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Nikki Pulford (02) 6205 5466 nikki.pulford@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.

Transport Canberra and City Services

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

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

Transport Canberra

Transport Canberra Operations

Operations / Recruitment and Training

Trainer Assessor

Transport Officer Grade 2 - ACTION \$90,341, Canberra (PN: A20106, Several)

Gazetted: 24 September 2019

Closing Date: 8 October 2019

Details: Transport Canberra is looking for experienced Trainer Assessors with strong communication and interpersonal skills, a great bus driving record, and with a strong focus on building customer service to join our team. Transport Canberra has upcoming vacancies for permanent full time positions at both North and South Depots. Transport Canberra is establishing a pool of suitable applicants to become Trainer Assessors. These positions may be required to perform shift work, weekend work and work from various locations across Canberra and the surrounding district as directed. The successful applicants will be responsible for delivering bus driver training – Certificate III in Driving Operations to new drivers, delivering driver continuity training, conducting operational requested assessments, new bus technology system familiarisation and maintaining training and assessment documentation. This position is required to make decisions in a time pressured operational environment. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Possess or have the ability to hold a Certificate IV in Training and Assessment (TAE40116) or similar and a Certificate III in driving operations (TLI31216) or similar. Possession of HR class driver's licence with Public Vehicle Driver Authority. A minimum of one (1) year bus driving experience, and Experience in the transport or logistics industries delivering training programs to an operational workforce. Successful applicants may be subject to undertake a range of pre-employment assessment activities to determine their suitability to the 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.
How to Apply: Please attach your curriculum vitae and provide a one-page pitch demonstrating your skills, knowledge and behaviour in relation to the duties and responsibilities listed in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Allan Taylor (02) 6207 8109 allan.taylor@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.

Client Services

Roads ACT

Business Support

Claims Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 45352)

Gazetted: 23 September 2019

Closing Date: 7 October 2019

Details: Roads ACT are seeking candidates for the position of Claims Officer within the Business Support team. The position is critical and will undertake a range of administrative tasks related to customer enquiries, compensation claims and Freedom of Information (FOI) requests. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Driver's licence (C-class)

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Paula Ludvigson (02) 6207 6597 paula.ludvigson@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.

Transport Canberra

Transport Canberra Operations

Fleet

Vehicle Cleaner Fueller

EGSO4.2 - Workshop Staff \$67,957, Canberra (PN: NCF022, several)

Gazetted: 20 September 2019

Closing Date: 24 September 2020

Details: Transport Canberra is looking for new and experienced casual Vehicle Cleaner Fuellers to join our team. Transport Canberra has upcoming vacancies for casual positions at both North and South Depots. Transport Canberra is establishing a pool of suitable applicants to become cleaner fuellers. The

successful applicants will be required to perform duties associated with the daily cleaning, fuelling and detailing of Transport Canberra's bus fleet. The successful applicants will be able to maintain a high degree of reliability and consistency in following cleaning procedures and be able to work under limited supervision. These positions are required to work under time pressure and is exposed to temperature and weather changes throughout the year. These positions are generic across the Transport Canberra's fleet services team and applicants may be required to rotate within Transport Canberra to any designated location as directed. The ACT Public Service is committed to building a culturally diverse workforce and 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: Possession of a current driver's licence and the ability to obtain and hold a Transport Canberra yard licence. Successful applicants may be subject to undertake a range of pre-employment assessment activities to determine their suitability to the position.

Note: These positions are casual with a possibility of permanency. This recruitment process will be open for a 12 month period from September 2019 to September 2020, and applicants will be contacted on an as needs basis throughout this time. These positions will work to rotating rostered shifts, from early morning to late at night including regular weekend rostered overtime.

How to Apply: You should provide contact details of at least two referees, a current curriculum vitae and a written response, no longer than two A4 pages demonstrating your skills, knowledge and behaviour in relation to the duties and responsibilities listed in the Position Description.

Applications should be sent to Liz Aguilera, liz.aguilera@act.gov.au.

Contact Officer: Paul Mascord (02) 6205 8278 paul.mascord@act.gov.au

Joint Selection Committee Process: Applicants should note that a Joint Selection Committee (JSC) will be established in accordance with the collective/enterprise agreement provisions will assess all applications for this position. This selection process is not appealable.

Transport Canberra

Executive Branch Manager, Light Rail Operations

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E1008)

Gazetted: 19 September 2019

Closing Date: 3 October 2019

Details: The Executive Branch Manager, Light Rail Operations is a key role within TCCS responsible for overseeing the successful operational delivery into operations of light rail by the contracted partner. The Executive Branch Manager is responsible for managing the contract, creating and maintaining strong relationships with the contracted partner and resolving any contract related issues. The role is supported by a small team subsequently ensuring the responsibilities of both the Territory and Canberra Metro under the Project Agreement are met during the Operating Phase of Light Rail. The team manages interactions with the Light Rail Operator and also leads co-ordination across the ACT Government of related activities, including emergency services, roads interfaces, legislation, planning approvals and ticketing and revenue protection.

A critical component of the role involves leading, managing and monitoring all contract management activities ensuring contract compliance and continuous improvement.

The ideal candidate will possess strong attention to detail, contract management acumen coupled with experience working within an operational context.

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

Contract: This position will be offered as a short-term engagement until the 30 March 2020 with the possibility of extension pending long-term recruitment to the position.

How to Apply: Applicants should submit a one page expression of interest and resume addressing the suitability and availability for the role to the Contact Officer.

Contact Officer: Further information about the position is available from Bernadette Mitcherson, Bernadette.mitcherson@act.gov.au (02) 6205 4105

Chief Operating Officer Group

Safety and Wellbeing

Safety and Wellbeing

Director, Safety and Wellbeing

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 37458)

Gazetted: 23 September 2019

Closing Date: 7 October 2019

Details: Transport Canberra and City Services Safety and Wellbeing team are seeking applications for the position of Director, Safety and Wellbeing. Working closely with the Executive Branch Manager, in this the position you will provide support and direction in the creation and maintenance of Safety, Health and Wellbeing strategies including the ongoing implementation of the Directorates Work Health and Safety (WHS) management system. This role is crucial to the supporting the Directorates compliance with relevant WHS legislation, policy and practices along with the development, implementation and maintenance of practical safety management strategies and systems. You will need to be able to produce and interpret relevant reports and ensure the undertaking of risk assessment and safety audits are regularly conducted across the Directorate.

Eligibility/Other Requirements: Minimum three year's experience operating in a senior capacity within a health and safety environment. Tertiary qualifications and technical expertise in a safety/occupational health and safety discipline or related discipline. Driver's licence (C-class) is mandatory.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Anthony Wickens (02) 6205 5107 anthony.wickens@act.gov.au

City Services

City Operations

Infrastructure Planning

Technical Capital Works Engineer

Infrastructure Officer 3 \$106,288 - \$116,675, Canberra (PN: 27715)

Gazetted: 24 September 2019

Closing Date: 8 October 2019

Details: This position is responsible for the planning, development and delivery of forward Capital Works programmes across City Presentation and Roads. This position assists in feasibility investigation planning, development and management of the one, three and ten year forward works programmes and budgets, ancillary work including investigation of requests for new assets, feasibility studies with economic benefits analysed and review and development of standards for design and construction. As a senior leader within Transport Canberra and City Services (TCCS), this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style. This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development,

and develop, engage and the right people to the right roles. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Relevant tertiary qualification and/or or similar, experience in asset and service planning systems and processes. Competent in the Microsoft Office Suite. Current driver's licence.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Justineta Balberona (02) 6207 5539 justineta.balberona@act.gov.au

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

City Services

ACT NOWaste

Community and Industry Engagement

Assistant Director - Education and Engagement

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 46126)

Gazetted: 23 September 2019

Closing Date: 7 October 2019

Details: The Assistant Director – Education and Engagement leads a small team to deliver ACT NoWaste's education and engagement activities including:

Education tours of the Recycling Discovery Hub

Community outreach events

Recycling education campaigns

Information and publications.

The Assistant Director is also one of the public voices of ACT NoWaste and will be responsible for undertaking media interviews and representing ACT NoWaste at public events.

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

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

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

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

How to Apply: Please review the attached Position Description and submit the your current curriculum vitae along with a written application, detailing your Skills and Experience against the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katherine Harrington (02) 6205 4878 katherine.harrington@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**

Program Solutions

Community Development and Engagement

Engagement and Events Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 41115)

Gazetted: 19 September 2019

Closing Date: 30 September 2019

Details: We're on the hunt for an experienced, proactive, creative and organised Engagement and Events Officer to join our busy and growing team. In this role you will:

- Assist in the implementation of the Suburban Land Agency's Stakeholder Engagement Strategy and Mingle Community Development Program.
- Establish and maintain relationships and partnerships with key stakeholders and suppliers.
- Coordinate innovative content, production and distribution of a range of communication materials for different audiences. This may include newsletters, social media, web content, event campaigns and on-site materials.
- Assist in event design and delivery including site inspections, site presentation, venue management, catering, transport, rosters, supplier management and evaluation.
- Provide support to organise and attend consultation and community development activities – both face-to-face and online. This may include presenting in public forums to small community groups as part of a team.
- Develop knowledge and understanding of social and community issues and encourage resident participation, creativity and diversity.
- Work with an understanding of Asset Based Community Development principles to implement community initiatives and projects that help build strong communities.

We're looking for someone who:

- Loves working on events.
- Is willing to be 100% part of the team, active during key event times (i.e. some evenings and weekends).
- Has proven experience in a similar role.
- Enjoys working with local communities and understanding residents needs and ideas.
- Has a good understanding of community engagement.
- Is genuinely passionate about providing an amazing customer experience.
- Has close attention to detail, can multi-task and is organised.
- Can pick up new things quickly and enjoys a fast-paced working environment.
- Is exceptionally resourceful (if you don't have the answer you go and find it!).
- Loves brainstorming, thrives on variety and enjoys a challenge.

Eligibility/Other Requirements: Engagement, communications or significant experience in a similar role within a government environment is highly desirable; minimum of two years of community engagement experience; the ability to work flexibly with some out of hours work required; driver's licence; and Working with Vulnerable People Card.

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

How to Apply: Please submit a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details. Closes COB Monday 30 September 2019.

Applications should be submitted via the Apply Now button below.

Contact Officer: Reahn Aitchison (02) 6207 4805

Development Delivery

Urban Projects

Development Manager

Infrastructure Officer 4 \$125,969 - \$143,118, Canberra (PN: 18981)

Gazetted: 19 September 2019

Closing Date: 3 October 2019

Details: The Suburban Land Agency is seeking an experienced and qualified Project/Development Manager to support the Urban Projects team within the Development Delivery Branch to deliver sustainable and people-focussed neighbourhoods and mixed-use precincts through complex land development and urban renewal programs. The successful candidate should be able to manage multiple projects from concept design through to construction completion against the Agency's financial and non-financial performance targets and maintain effective relationships with key stakeholders associated with project delivery, including Government Directorates and Agencies, community groups, business and industry groups and the Suburban Land Agency Executive and Board. The position requires a demonstrated ability to think strategically to deliver and manage complex urban precincts and/or development projects in a multi-disciplinary environment, including contract management, environmental and planning approvals, design review, financial analysis and control; risk management, high-level reporting, and managing marketing and sales.

Eligibility/Other Requirements: Qualifications and experience in any of the following: Urban Development, Project Management, Contract Management, Land and Property, high level understanding of Procurement, Design and Civil, Landscape or built form processes.

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

How to Apply: Please submit a written application addressing the Selection Criteria limiting responses to 200 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Irena Sharp (02) 6205 4044 irena.sharp@act.gov.au

Canberra Health Services

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

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

Clinical Services

Office of the Chief Executive Officer

Nursing and Midwifery and Patient Support Services

Assistant Director of Nursing

Registered Nurse Level 4.3 \$137,840, Canberra (PN: 17460)

Gazetted: 26 September 2019

Closing Date: 4 October 2019

Details: Our Vision: Creating exceptional health care together.

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

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

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

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

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

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

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

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

Overview of the work area and position:

Located on the Canberra Hospital campus, the Office of Nursing and Midwifery and Patient Support Services will consult and partner with the Executive Directors of clinical services on nursing and midwifery issues, make decisions on across-the-board approaches and will play a central role in championing an exciting transformational agenda in Canberra Health Services which will bring exceptional and innovative health outcomes to our diverse community, and set new standards and models of healthcare in Australia.

The Office of Nursing and Midwifery and Patient Support Services will play a key role in developing a collaborative and strategic approach to nursing and midwifery and patient support services for CHS; including setting the strategic, professional and workforce-oriented agenda.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (or equivalent) in Nursing.

Be registered or eligible for registration with the Nursing and Midwifery Board of Australia (Australian Health Practitioner Regulation Agency (AHPRA)).

Have a minimum of five years post graduate experience.

Current driver's licence.

Desirable:

Demonstrated senior nursing experience with a minimum 12 months leadership and management experience.

Extensive experience working in hospital setting.

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 diseases.

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

Note:

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

Contact Officer: Cathy Burns 0481 00 6874 catherine.burns@act.gov.au

Clinical Services

Medicine

Clinical

Nurse Manager - Division of Medicine

Registered Nurse Level 3.2 \$120,730, Canberra (PN: 22409)

Gazetted: 26 September 2019

Closing Date: 8 October 2019

Details: Our Vision: Creating exceptional health care together.

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

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

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

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

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

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

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

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

Overview of the work area and position

The Division of Medicine (DoM) is seeking applications from experienced registered nurses for the position of Nurse Manager.

The Nurse Manager is part of the Leadership team responsible for the strategic and operational management of the Division of Medicine nursing workforce, ensuring the effective and efficient operations of the units/wards under the division.

This position reports directly to the Assistant Director of Nursing, In-patient Wards and is responsible for the human resource (staff, rostering) and budgets (salaries and operational),

Eligibility/Other Requirements:

Mandatory:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note

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

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

Clinical Services

Division of Medicine

Cardiology, Respiratory, Endocrinology and Rheumatology

Registered Nurse

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 22527)

Gazetted: 26 September 2019

Closing Date: 10 October 2019

Details: Canberra Health Service 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

Ward 6A Cardiology, Respiratory, Endocrinology and Rheumatology, Division of Medicine. 6A is a busy 32 bed medical ward at Canberra Hospital. Applications are sought from RNs with strong clinical leadership skills to take on a permanent Level 2 RN position.

Eligibility/Other Requirements:

Mandatory

Current registration with AHPRA.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Catherine Clift (02) 5124 2417 catherine.clift@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Population Health Nurse

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 29145)

Gazetted: 26 September 2019

Closing Date: 10 October 2019

Details: About us:

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

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

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

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

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

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

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

Canberra Health Services 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 Justice Health Services, Custodial Health team provides high quality primary healthcare services to people in contact with the criminal justice system and located within the Alexander Maconochie Centre and Bimberi Youth Justice Centre. The service aims to provide collaborative, equitable and comprehensive health care to patients and other key stakeholders and services.

At this level you will provide high quality population health services to patients in custody including screening, education and treatment of people with chronic disease, communicable diseases and sexual health issues.

You will be responsible for the day to day clinical assessment and management patients of the Justice Health Services Population Health Team. This includes providing access to Population Health services in the Hume Health Centre and Bimberi Youth Justice Centre clinic; providing expert clinical advice to the Justice Health Services team, including Custodial Mental Health Services and providing care coordination to patients accessing Population health services in custody including monitoring and maintaining access to antiviral therapies.

The Population Health Nurse plays a pivotal role in the implementation and delivery of best practice treatment for consumers with complex needs in relation to the physical and psychological treatments required for chronic, complex and communicable diseases.

This position works collaboratively with all staff including ACT Correctives Services and Youth Justice Services to ensure optimum service delivery and best evidence practice. The role will be responsible for quality initiatives, data collection and analysis and procedure development.

The Population Health Nurse will work within the Custodial Health nursing team to drive change and promote a high-quality service to patients. You will be required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements:

Mandatory:

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

Highly Desirable:

Previous experience in custodial health

Previous experience working in sexual health, community health or chronic and complex care.

Holds or is working towards qualifications either at a certificate or postgraduate level

Current driver's licence.

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Ruth Evans (02) 5124 2412 ruth.evans@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Rehabilitation and Specialty Mental Health Services

Adult Mental Health Rehabilitation Unit

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 26400)

Gazetted: 26 September 2019

Closing Date: 4 October 2019

Details: 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 provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The University of Canberra Hospital provides sub-acute rehabilitation health services to the ACT and surrounding region.

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

The Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within Canberra Health Services and 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:

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

Overview of the work area and position:

AMHRU is a 20 bed inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. Service delivery is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers and other key stakeholders.

AMHRU is seeking enthusiastic and highly skilled Registered Nurses level 2. At this level it is expected that you will provide clinical leadership and guidance to the nursing workforce, as well as provide clinical support to assist with nursing care, treatment and recovery goals of persons within a therapeutic rehabilitation environment. You will provide regular input into, and form an integral part of the multidisciplinary team and apply educational and quality improvement processes to the therapy program undertaken within the AMHRU.

All team members are required to undertake professional development and supervision and participate in quality initiatives.

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

Note: The AMRHU positions work a 24/7 rotating roster, including night shift and provides clinical leadership and guidance to staff as well as person centred nursing care.

Eligibility/Other Requirements:

Mandatory:

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

Post Graduate Qualification in Mental Health Nursing or working towards such.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy (Category A position)

Highly Desirable

Experience within a mental health rehabilitation setting.

Clinical leadership experience in a mental health setting

Current driver's licence

Prior to commencing in this role:

A pre-employment National Police History check is required.

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

Contact Officer: Sonny Ward (02) 5124 0220 sonny.ward@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health

Therapist

**Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade),
Canberra (PN: 40925)**

Gazetted: 26 September 2019

Closing Date: 11 October 2019

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

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

- The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.
- University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.
- Three Walk-in Centres: which provide free treatment for minor illness and injury.
- Six community health centres: providing a range of general and specialist health services to people of all ages.
- A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Mental Health, Justice Health, Alcohol and Drug Services (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 Therapist (psychological interventions) position is based in the Therapies Team of the Adult Community Mental Health Services (ACMHS) program area. The key function of the Therapies Team is to provide high-intensity, evidence-based psychological and psychosocial interventions to people, including psychological interventions, family-based interventions, and functional and occupational interventions. The Therapies Team aims to maximize the application of concentrated psychological and psychosocial interventions and enhance available treatment options for people who are clinically managed by a Community Recovery Service (CRS). As a function established under the ACMHS Model of Care, the Therapies Team provides targeted interventions that are unavailable elsewhere in the ACT and which are based on highest need within the ACMHS population.

The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. Allied Health staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan.

The successful applicant of the Health Professional Level 3 Therapist position is responsible for conducting skilled clinical assessments and delivering high-intensity psychological interventions to people. The successful applicant will also be required to undertake professional development and

clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 and 2 Levels as well as to students and clinically-related staff (such as Allied Health Assistants).

The position will report operationally to the Health Professional Level 4 Team Leader of the Therapies Team. Professional governance of this position will come from the relevant Discipline Principal (MHJHADS).

Eligibility/Other Requirements

For Psychology

Mandatory:

- Hold General Registration with the Psychology Board of Australia.
- Minimum of three years (ideal five years) post qualification.

Desirable:

- Approved or eligible for approval as a Psychology Board of Australia Approved Supervisor.
- Current driver's licence.

For Social Work

Mandatory:

- Degree in Social Work.
- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW).
- Minimum of three years (ideal five years) post qualification.

Desirable:

- Current driver's licence.
- Accreditation as a Mental Health Social Worker with the AASW.

For Occupational Therapy

Mandatory:

- Hold registration with the Occupational Therapy Board of Australia.
- Professional membership or eligibility for professional membership of Occupational Therapy Australia (OTA).
- Minimum of three years (ideal five years) post qualification.

Desirable:

- Current driver's licence.
- Endorsement as a Better Access to Mental Health Occupational Therapist with OTA.

Prior to commencement successful candidates will be required to:

- Comply with Canberra Health Services credentialing and scope of clinical practice requirements for allied health professionals,
- Comply with Canberra Health Services occupational screening requirements related to immunisation, and
- Undergo a pre-employment National Police check.
- Be registered under the Working with Vulnerable People (Background Checking) Act 2011.

Note This is a temporary position available for a period of 13 months with the possibility of extension.

Contact Officer: Nikki O'Dwyer (02) 5124 1750 nikki.o'dwyer@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Program

Health Professional Officer, Police and Court Drug Diversion Service

**Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade),
Canberra (PN: 44739, several)**

Gazetted: 26 September 2019

Closing Date: 10 October 2019

Details: Our Vision: Creating exceptional health care together.

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

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

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

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

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

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

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

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

Overview of the Work Area and Position

The Alcohol and Drug Services (ADS) is a part of the division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality ADS guided by the principles of harm minimisation. The ADS incorporates 6 areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services.

ADS as part of the division of Mental Health; Justice Health; Alcohol and Drug Services provides information, advice, referral, intake, assessment and support for ACT residents struggling with substance use issues. We offer services for individuals, their family and friends, general practitioners, other health professionals, and business and community groups.

The Police and Court Drug Diversion Service, ADS is an evidence based service providing high quality care, guided by principles of harm minimisation. The Police and Court Drug Diversion Service is a multi-skilled team of health professionals and services are provided to the community both within community health centres and custodial environments.

The ADS Police and Court Drug Diversion Service and the ADS Drug and Alcohol Court (DAC) Program are seeking health professionals to work across multiple sites and programs with clients referred by ACT Drug and Alcohol Court (DAC), ACT Policing and ACT Courts for assessment, counselling, case management support and referral to treatment to address alcohol and drug use and associated issues. This includes providing support for these programs utilising a client-centred, stepped, integrated model of treatment. In offering client centred care, clinicians work collaboratively with clients in such a way that respects their experience, expertise, perceptions and goals.

These positions will report to the management team as part of the ADS DAC team or Police and Court Drug Diversion Service. It will involve liaison with services within the Alcohol and Other Drug (AOD) sector, Justice Services and other stakeholders.

This role is a mandatory qualified position and will require recent demonstrated experience in the provision of comprehensive assessments, health education and counselling to clients. Experience working with clients within the judicial system is highly desirable.

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

Eligibility/Other Requirements:

Mandatory:

For Social Work:

Tertiary qualification in Social Work

Eligibility for membership of the Australian Association of Social Workers

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

For Psychology:

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

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 ACT Health facilities, the person occupying this position will be required to comply with Canberra Health Services credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

Desirable:

Psychology Board of Australia endorsement or eligibility for endorsement as Principal and/or Secondary supervisor for 4+2 Internship program

For Counselling

Eligible qualification pathways

Pathway 1

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

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

AND

ii. Minimum two-year full-time (or part-time equivalent) post-graduate study in counselling via a Psychotherapy and Counselling Federation of Australia (PACFA) or Australian Counselling Association (ACA) accredited course;

OR

iii. Three-year part-time Australian and New Zealand Association of Psychotherapy (ANZAP) training in the Conversational Model.

Pathway 2

Minimum three-year undergraduate Bachelor of Counselling degree via a PACFA or ACA accredited course.

AND

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

OR

ii. Three-year part-time ANZAP training in the Conversational Model.

Demonstrated evidence of eligibility for listing on the Australian Register of Counsellors and Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3.

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

Desirable: Current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with Canberra Health Services credentialing for Allied Health professionals.

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

Staff not registered with APHRA be registered under the Working for Vulnerable People Act.

Note: There are several permanent and temporary positions available. Temporary positions available until 30 June 2021 with the possibility of extension and/or permanency.

Contact Officer: Kate Gardner (02) 5124 1592 kate.gardner@act.gov.au

Clinical Services

Women, Youth and Children

Women, Youth and Children, Community Health Programs

Childrens Hearing Service Audiologist

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 45162)

Gazetted: 26 September 2019

Closing Date: 7 October 2019

Details: Our Vision: Creating exceptional health care together.

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

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

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

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

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

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

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

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

Overview of the Work Area and Position

The Children's Hearing Service operates from Belconnen Community Health Centre. The service provides a diagnostic hearing assessment for children aged 18 months to 18 years at no cost to the family.

Families are given information about their child's hearing, and provided with education and health promotion around hearing health. Appropriate referrals are put in place where required.

This service was previously a registered nurse Audiometry service however we have changed our name and would love an Audiologist, who has experience with and enjoys working with Children, to join us for a two year trial period.

The Children's Hearing Service is located at Belconnen Community Health Centre and you would be part of a small but skilled and enthusiastic team.

Eligibility/Other Requirements:

Mandatory: Eligibility for full membership with Audiology Australia with Certificate of Clinical Practice (CCP)

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for allied health professionals.

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

Note: This is a temporary part-time position available for two years. It is part-time at 16 hours per week and the full-time salary noted above will be pro-rata. Work hours can be either Monday and Tuesday 0830-1700hrs OR Monday to Thursday 0830 -1230hrs.

Contact Officer: Louise Hawkins (02) 5124 1602 louise.hawkins@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Community Care Program

Podiatrist

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 21615)

Gazetted: 26 September 2019

Closing Date: 10 October 2019

Details: Our Vision: Creating exceptional health care together.

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

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

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

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

RACS services work collaboratively with the individuals, his/her carers and other services within and external to CHS. CHS is a values-led Directorate.

Overview of the work area and position:

Community Care Podiatry services are offered from community health centres across the ACT. Scope of practice includes screening and evaluation of risk, general podiatry treatment, nail surgery, biomechanical assessment and orthotic therapy, wound management and health promotion. We pride ourselves on our continual drive for high quality patient care. In this role you will be part of a friendly and engaging interprofessional program. The podiatry team has strong peer support and supervision structures. Community Care Podiatry provides services for National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

The Podiatrist is responsible for the provision of high-quality clinical assessments and interventions in the outpatient setting. This involves, promoting positive client outcomes through the provision of high-quality clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team.

Eligibility/Other Requirements:

Mandatory:

Degree in Podiatry, or recognised equivalent

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

Desirable:

Current unrestricted driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

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

Note: This is a temporary position available for up to 12 months with the possibility for permanent appointment if a position was to become available within the time frame. An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be based on application and referee reports only.

Contact Officer: Amanda McLean (02) 5124 1229 amanda.mclean@act.gov.au

Operational Performance

Revenue Data

Revenue Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 23038)

Gazetted: 26 September 2019

Closing Date: 4 October 2019

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

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

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

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

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

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

Overview of the Work Area and Position

This position is responsible for review of, and basic reporting on data accuracy and completeness related to revenue capture for Canberra Hospital and Health Service and providing advice/training to front line staff related to revenue capture activities.

Eligibility/Other Requirements:

Desirable: Intermediate to advanced knowledge of the Microsoft Office suite of programs

Recent administration experience

Minute taking and writing (or ability to obtain)

Strong Microsoft Outlook calendar management for a senior executive

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This is a temporary position available for 12 months with possible extension. Selection may be based on application and referee reports.

Contact Officer: Jade McGlashan (02) 5124 9031 jade.mcglashan@act.gov.au

Clinical Services

Cancer and Ambulatory Support

Medical Physics and Radiation Engineering

Medical Physics Registrar (Diagnostic Imaging, Radiology)

Medical Physics Registrar \$68,933 - \$92,335, Canberra (PN: 24890)

Gazetted: 26 September 2019

Closing Date: 17 October 2019

Details: Our Vision: Creating exceptional health care together.

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

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

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

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

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

Overview of the Work Area and Position

The Medical Physics and Radiation Engineering (MPRE) team is responsible for the safety and quality (accuracy and precision) of clinical/non-clinical radiological and nuclear equipment, facilities and procedures. MPRE contributes technical and scientific support to clinical and research staff enabling efficient use of resources for the diagnosis, treatment and research of disease using medical radiation. MPRE provides a small number of direct healthcare consumer services.

The broad areas of MPRE services are:

Radiation safety, teaching and research;

Brachytherapy physics;

Teletherapy physics;

Molecular and nuclear medicine physics;

Radiology physics;

Radiation engineering; and

Mould room manufacturing.

Medical radiation equipment and facilities need to be managed by Canberra Health Services so that it meets its legislative and standard of care requirements. Access to medical physicists and radiation engineers is essential for standards to be met and for Canberra Health Services to maintain eligibility for Medicare reimbursement of medical radiation procedures.

Under broad direction and supervision, you will play a key role in the MPRE team in providing day to day medical physics support services to users of medical radiation and related systems across Canberra

Health Services including, but not limited to, Radiation Oncology and Medical Imaging. You will perform complex work and have a high level of management responsibility.

Eligibility/Other Requirements:

Mandatory: Be eligible for enrolment with the Australasian College of Medical Physicists and Engineers in Medicine (ACPSEM) in the ACPSEM Training Education and Assessment Program (TEAP) for Diagnostic Imaging Medical Physics in the speciality of Radiology Medical Physics.

Postgraduate qualifications or equivalent in physics, tertiary qualifications or equivalent in physics, eligibility for membership of the ACPSEM

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Desirable: Be enrolled in the ACPSEM Training Education and Assessment Program (TEAP) for Diagnostic Imaging Medical Physics in the speciality of Radiology Medical Physics.

Have experience in one or more specialties of medical physics, preferably Radiology Medical Physics or Nuclear Medicine Physics.

Have experience in relevant to magnetic resonance imaging, preferably in a clinical environment.

Have experience in relevant to radiation safety, preferably in a hospital environment.

Have experience in relevant to laser safety, preferably for medical lasers.

Have experience working in medical physics in a clinical environment.

Hold a current driver's licence.

Note: This is a temporary position available for up to three years.

Contact Officer: Donald McLean (02) 5124 5623 donald.mclean@act.gov.au

Clinical Services

Cancer, Ambulatory and Community Health Support

CACHS Medical

Radiation Therapist

Radiation Therapist Level 2 \$67,967 - \$93,941, Canberra (PN: 12117)

Gazetted: 26 September 2019

Closing Date: 10 October 2019

Details: Canberra Health Services

Our Vision: Creating exceptional health care together.

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

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

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

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

Overview of the work area and position

The Radiation Oncology Department is located in the Canberra Region Cancer Centre at the Canberra Hospital and provides state of the art radiotherapy treatment facilities combined with quality care for ACT and regional cancer patients. The department is currently equipped with the latest technology including four Varian linear accelerators with Intensity-Modulated Radiation Therapy (IGRT/IMRT)/Stereotactic options, two dedicated Computed Tomography (CT) Simulators, Superficial X-Ray Radiation Therapy (SXRT), Pinnacle and Eclipse Treatment Planning Systems, iPlan SRS planning system, ExacTrac imaging system, High-Dose Rate (HDR) brachytherapy and ARIA Oncology Information System.

Eligibility/Other Requirements

Mandatory:

- A recognised tertiary (or equivalent) qualification in Radiation Therapy.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- ACT Radiation Council License to operate radiation emitting apparatus used for Radiation Therapy purposes.

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 Canberra Health Service facilities, the person occupying this position will be required to comply with Canberra Health Service credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made.
- Comply with Canberra Health Service Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes An order of merit list may be established to fill future vacancies at level over the next 12 months from this process. You may be required to participate in an on-call roster, extended hours and overtime as necessary.

Contact Officer: Sarah Mogford (02) 5124 2284 sarah.mogford@act.gov.au or Brett Fittler brett.fittler@act.gov.au (02) 5124 2218 sarah.mogford@act.gov.au

Clinical Services

Cancer and Ambulatory Services

Ambulatory Care

Registered Nurse

Registered Nurse Level 1 \$67,078 - \$89,604, Canberra (PN: 29159)

Gazetted: 26 September 2019

Closing Date: 8 October 2019

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.

Overview of the work area and position:

CHS Central Health Intake is responsible for the intake, assessment and referral of consumers wishing to access ACT Health community-based services and specialist outpatient services at the Canberra Hospital. Central Health Intake currently incorporates both Community Health Intake, and the Central Outpatient's Booking's Service. The two services are co-located under a single management structure of Central Health Intake.

Community Health Intake is a high volume contact centre providing a single point of entry via phone, facsimile and electronic transmission for consumers wishing to access community based health services.

The first point of contact is a team of administration staff who manage bookings and provide information to consumers. The administration team is supported by a nursing team who are responsible for referral support and management of more complex client needs.

The Central Outpatient Bookings Service is the first point of contact for consumers wishing to access specialist consultant outpatient clinics at the Canberra Hospital with responsibility for identifying clinical priority, and supporting appointment readiness through appropriate diagnostic requests.

As a Registered Nurse the role is key in enabling appropriate intake and referral management.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

A sound understanding of clinical assessment and triage in relation to written and phone referrals.

Experience in a broad range of settings would be an advantage.

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 diseases.

Contact Officer: Fiona McDonald (02) 6205 5130 fiona.mcdonald@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Community Care Program

Podiatrist

Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 33249)

Gazetted: 26 September 2019

Closing Date: 10 October 2019

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

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

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

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

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

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

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

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

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

staff are committed to the delivery of health services that reflect CHS's values: care, excellence, collaboration and integrity.

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

RACS services work collaboratively with the individuals, his/her carers and other services within and external to CHS. CHS is a values-led Directorate.

Overview of the work area and position:

Community Care Podiatry services are offered from community health centres across the ACT. Scope of practice includes screening and evaluation of risk, general podiatry treatment, nail surgery, biomechanical assessment and orthotic therapy, wound management and health promotion. We pride ourselves on our continual drive for high quality patient care. In this role you will be part of a friendly and engaging interprofessional program. The podiatry team has strong peer support and supervision structures. Community Care Podiatry provides services for National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

Under indirect supervision of the Community Care Podiatry Manager, the Podiatrist is responsible for the provision of high-quality clinical assessments and interventions in the outpatient setting. This involves, promoting positive client outcomes through the provision of high-quality clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team.

Eligibility/Other Requirements:

Mandatory:

Degree in Podiatry, or recognised equivalent

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

Desirable:

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note:

This is a temporary position available for up to 12 months with the possibility for permanent appointment if a position was to become available within the timeframe. An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be based on application and referee reports only.

Contact Officer: Amanda McLean (02) 5124 1229 amanda.mclean@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

**Assertive Community Outreach Service (ACOS) | Social Worker, Occupational Therapist, Psychologist
Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 40712)**

Gazetted: 26 September 2019

Closing Date: 10 October 2019

Details: Our Vision: Creating exceptional health care together.

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

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

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

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

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

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

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

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

Overview of the work area and position:

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

MHJHADS delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including 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

Justice Health Services

Rehabilitation and Specialty Mental Health Services

This psychologist position is based in the Assertive Community Outreach Service. The Assertive Community Outreach Service (ACOS) is a dynamic and supportive multidisciplinary team providing assertive community outreach treatment to people experiencing and living with a severe mental illness and complex needs in a community setting.

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

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

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

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

The successful applicant will be required to work as a member of the multidisciplinary team providing assessment and management of people experiencing mental illness. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. Importantly the new model of care will allow greater opportunity for clinicians' to deliver discipline specific interventions, with case-loads reflecting strengths based models of care.

The position reports to a Team Leader 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).

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

Eligibility/Other Requirements:

Mandatory:

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia.

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

For Psychology:

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

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

For Social Work:

Degree in Social Work.

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

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

Other qualifications:

Current driver's licence.

Highly Desirable:

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

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment National Police check.

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

Note:

This is a temporary position available for six months with the possibility of extension. ACOS operates an extended hours service, operating seven days a week from 08:30 to 21:00 and the position holder will be required to work a rotating roster including morning and evening shifts.

Contact Officer: Jade Nolan (02) 5124 1567 jade.nolan@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Rehabilitation and Specialty Mental Health

Clinician - Psychologist, Occupational Therapist or Social Worker

Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 45312)

Gazetted: 26 September 2019

Closing Date: 10 October 2019

Details: Canberra Health Services

Our Vision: Creating exceptional health care together.

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

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

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

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

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

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

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

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

Overview of the work area and position

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) is a contemporary evidence based division providing high quality mental health care that is guided by principles of recovery.

The Mental Health Service for People with Intellectual Disability (MHS-ID) is a specialist team within MHJHADS that provides comprehensive assessment, psychological and psychiatric services to consumers with an intellectual disability and mental illness. The team aims to provide collaborative care involving the person, their families/ carers and community support services. The position involves consultation, liaison, support education and training to agencies, carers and families.

Eligibility/Other Requirements:

For Occupational Therapy:

Mandatory

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

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

For Psychology:

Mandatory

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

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

For Social Work:

Mandatory

Degree in Social Work

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

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

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 National Police Check.

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

Note:

This is a part-time position at 22:03 hours per week and the full-time salary noted above will be paid pro rata. Days and hours are negotiable. Psychologists employed by MHJHADS may be eligible for the Mental Health Psychologist Allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible.

Contact Officer: Janelle Walker (02) 5124 1144 janelle.walker@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Rehabilitation and Specialty Mental Health Services

Allied Health Assistant

Allied Health Assistant 3 \$64,509 - \$67,676 (up to 71,593 depending on qualification level), Canberra (PN: 41041)

Gazetted: 26 September 2019

Closing Date: 10 October 2019

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

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

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

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

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

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

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

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

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

Adult Acute Mental Health Services;

Adult Community Mental Health Services;

Alcohol and Drug Services;

Child and Adolescent Mental Health Services (CAMHS);
Justice Health Services; and
Rehabilitation and Specialty Mental Health Services.

Overview of the work area and position:

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

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

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

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

In this position the Allied Health Assistant Level 3 (AHA3) under minimal supervision, will provide quality services to assist the Allied Health team to deliver diversionary activities for people within a therapeutic rehabilitation environment. All staff of the ECU are required to undertake professional development activities, and participate in supervision, quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements:

Mandatory:

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

A minimum of 24 months experience in a related/relevant organisation/service.

Current driver's licence

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

Desirable:

Previous experience working within an inpatient mental health environment.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police History check.

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

Note:

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

Contact Officer: Emily Brown (02) 5124 1686 emily.p.brown@act.gov.au

Clinical Services

Surgery

Medical Staff

Personal Assistant to Director of Neurosurgery

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 12954)

Gazetted: 26 September 2019

Closing Date: 7 October 2019

Details: 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 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.

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 outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, 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.

Most clinical units, including the Neurosurgery Unit, are supported by Personal Assistants or Office Management staffs, who coordinate the Office of busy clinicians.

Overview of the work area and position:

Under direction of the Director of Neurosurgery, the Personal Assistant will provide administrative support for the Neurosurgery Unit by undertaking the duties listed in the duty statement.

Eligibility/Other Requirements:

Desirable:

Experience with Dictaphone typing.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

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

Contact Officer: Rebecca Scaysbrook (02) 5124 4175 rebecca.scaysbrook@act.gov.au

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Services
Community Care Program**

Podiatrist

Health Professional Level 1 \$61,160 - \$80,129, Canberra (PN: 15494)

Gazetted: 26 September 2019

Closing Date: 10 October 2019

Details: Our Vision: Creating exceptional health care together.

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

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

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

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

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

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

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

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

Overview of the work area and position:

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

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

RACS services work collaboratively with the individuals, his/her carers and other services within and external to CHS. CHS is a values-led Directorate.

Community Care Podiatry services are offered from community health centres across the ACT. Scope of practice includes screening and evaluation of risk, general podiatry treatment, nail surgery, biomechanical assessment and orthotic therapy, wound management and health promotion. We pride ourselves on our continual drive for high quality patient care. In this role you will be part of a friendly and engaging interprofessional program. The podiatry team has strong peer support and supervision structures. Community Care Podiatry provides services for National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

Under indirect supervision of the Community Care Podiatry Manager, the Podiatrist is responsible for the provision of high-quality clinical assessments and interventions in the outpatient setting. This involves, promoting positive client outcomes through the provision of high-quality clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team.

Qualifications and experience:

Mandatory:

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

Current unrestricted driver's licence

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

Undergo a pre-employment Police check.

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

Note:

This is a temporary position available for 12 months.

Contact Officer: Amanda McLean (02) 5124 1229 amanda.mclean@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Care

Community Care Program

Enrolled Nurse Community Care Program

Enrolled Nurse Level 1 \$60,837 - \$64,999, Canberra (PN: C10376)

Gazetted: 26 September 2019

Closing Date: 8 October 2019

Details: Our Vision: Creating exceptional health care together.

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

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

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

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

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

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

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

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

Overview of the Work Area and Position

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

A number of RACS services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health.

The Community Care Program (CCP) Community Nursing Service delivers a range of community-based technical nursing services to residents of the ACT. These services include wound care, continence management, stoma care, post-acute support, palliative care, and end of life care. Services are delivered in a clinic or domiciliary setting.

Eligibility/Other Requirements:

Mandatory:

Be registered or be eligible for registration as an Enrolled Nurse with the Australian Health Practitioner Regulation Agency (AHPRA)

A current drivers licence

Desirable:

Diploma in Nursing or equivalent is highly desirable

Recent experience in a wide range of clinical hospital and/or community settings applicable to the position

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note:

This recruitment is for Casual Enrolled Nurse positions working across the Community Care Program. This is an excellent opportunity to gain experience in the community nursing environment - comprehensive orientation and training will be provided. There is future potential for part time/fulltime hours and the possibility of permanent positions.

Contact Officer: Leontine Muis (02) 5124 2900 leontine.a.muis@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Administration Support Officer

Administrative Services Officer Class 2 \$55,934 - \$61,764, Canberra (PN: 36051)

Gazetted: 26 September 2019

Closing Date: 9 October 2019

Details: Our Vision: Creating exceptional health care together.

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

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

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

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

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

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

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

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

Overview of the work area and position

The Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within Canberra Health Services and 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:

Rehabilitation and Specialty Mental Health Services

Adult Acute Mental Health Services

Alcohol and Drug Services

Adult Community Mental Health Services

Justice Health Services

Child and Adolescent Mental Health Services (CAMHS)

Dhulwa Mental Health Unit

Justice Health Services is part of the Mental Health, Justice Health, Alcohol and Drug Services. Justice Health Services (JHS) Primary Health Team provides high quality primary and forensic mental health care to people located within the Alexander Maconochie Centre (AMC), Dhulwa Mental Health Unit (DMHU) and young people at Bimberi Youth Justice Centre (BYJC). You may be required to work at various JHS sites providing administrative support including front office duties.

Under the direction of the Assistant Director of Nursing (ADON), the Administration Support Officer is responsible for the provision of high level administrative and customer service to consumers of the Health Clinic at the AMC. The Administration Support Officer's role is to assist in the day to day running of the clinic, including liaising with correctional staff, reception duties, answering and screening telephone calls, processing health referrals and assisting other administrative staff and health professionals.

Eligibility/Other Requirements:

Desirable:

Current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This is a temporary position available for six months with the possibility of extension. This position(s) will be required to work at different sites within the Justice Health Services program. Selection may be based on written application and referee reports only.

Contact Officer: Rory Maguire (02) 5124 2523 rory.maguire@act.gov.au

Clinical Services

Medicine

Medical

Cardiology Administration Officer

Administrative Services Officer Class 2 \$55,934 - \$61,764, Canberra (PN: 26202)

Gazetted: 26 September 2019

Closing Date: 8 October 2019

Details: Our Vision: Creating exceptional health care together.

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

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

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

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

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

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

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

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

Overview of the work area and position:

This position provides administrative support to the Cardiology outpatient department by assisting with the management of referrals and the booking and scheduling of appointments, as well as other general administrative duties.

Outpatient Services (Ambulatory Care) includes all health services provided without the need for admission to hospital. A wide range of services are offered in Medicine Ambulatory Care settings including assessment and follow up appointments which allow clients to better manage acute and chronic conditions while reducing the reliance on hospitals.

Eligibility/Other Requirements:

Desirable: Experience with Canberra Health Services internal software packages

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Leticia Sullivan (02) 5124 8199 leticia.sullivan@act.gov.au

Infrastructure and Health Support Services

Business Support

Food Services

Cafeteria Officer

Health Service Officer Level 4 \$52,732 - \$54,750, Canberra (PN: 19621)

Gazetted: 26 September 2019

Closing Date: 8 October 2019

Details: Our Vision: Creating exceptional health care together.

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

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

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

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

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

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

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

Overview of the Work Area and Position

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

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

Food Service is organised into the following functional areas:

Food Service Administration,

Operation Support Services - Food preparation and Food Production,

Patient Services – Meal Plating and Rethermalisation/Meal deliveries to patients/Menu monitors,
Cafeteria – Food, meals and drinks for staff and guests,
Stores – Receipt, dispatch and storage of perishable and non-perishable food supplies,
External sites, Dhulwa and other Community Centres.

Eligibility/Other Requirements:

Highly Desirable:

Industry recognized qualifications,
Food Safety Certificate,
Minimum three years' experience in café style environment

Desirable:

Relevant experience in Microsoft Office applications,
Relevant food service IT systems,
Current driver's licence,

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Elizabeth Suarez (02) 5124 3932 elizabeth.suarez@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services

Specialist Youth Mental Health Outreach Nurse

Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 13423)

Gazetted: 26 September 2019

Closing Date: 10 October 2019

Details: Our Vision: Creating exceptional health care together.

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

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

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

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

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

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

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

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

Overview of the work area and position

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance 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)

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.

The Specialist Youth Mental Health Outreach Registered Nurse position works 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. The Specialist Youth Mental Health Outreach Registered Nurse is 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:

Tertiary qualifications (or equivalent) in Nursing.

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

Current driver's licence.

Highly Desirable:

Previous experience working with young people.

Ideally five years previous experience in mental health post qualifying.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note

This is a temporary position available for 10 months with possible extension. An order of merit may be established to fill future permanent and temporary vacancies at level, which may arise over the next 12 months. The Registered Nurse for Specialist Youth Mental Health Services will be required to work rotating shifts including weekends, after-hours and public holidays.

Contact Officer: Laura Dawel (02) 5124 2975 laura.dawel@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Rehabilitation and Specialty Mental Health Services

Clinical Nurse Educator AMHRU

Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 40166)

Gazetted: 26 September 2019

Closing Date: 26 September 2019

Details: 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 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 or 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.

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

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

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

Overview of the work area and position:

The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is the largest rehabilitation centre in the ACT and surrounds, with capacity for 140 inpatient beds, 75 day places and additional outpatient services. The hospital will bring together rehabilitation services and specialist staff from many locations across Canberra into one purpose-built location making it easier for people to access the services they need.

On 17 July 2018 two services within Specialty Mental Health services opened at the University of Canberra Hospital; a 20 beds Adult Mental Health Rehabilitation Unit (AMHRU) and a 25 day places Adult Mental Health Day Services (AMHDS).

AMHRU is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. The AMHDS will be located adjacent to AMHRU at UCH, and will focus upon step-down programs, pharmacotherapy, psychological therapies and healthy living skills. Service delivery for both services is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers and other key stakeholders.

At this level the Clinical Nurse Educator (CNE) is responsible for clinical teaching and the development of nursing practice within a therapeutic secure environment. This position reports to the AMHRU Assistant Director of Nursing and will liaise with the Clinical Nurse Consultant and Allied Health Manager to deliver and lead education, both internal and external to the Division, in support of ongoing clinical education, preceptorship, mandatory skills assessment, and competency assessment processes for nurses working at the AMHRU and AMHDS.

In this role you will be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements:

Mandatory:

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

Tertiary qualifications

Minimum 3 years nursing experience in mental health with a sound understanding of inpatient and community mental health; and

Current driver's license.

Desirable:

Holds or is working towards a post graduate qualifications in health education, and/or has demonstrated experience in adult education and clinical practice development.

Post Graduate Qualification in Mental Health Nursing.

Certificate IV in Training and Assessment

Experience in managing and influencing teams, processes and practice improvement in a mental health rehabilitation environment.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check;

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

Note:

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

Contact Officer: Sonny Ward (02) 5124 0220 sonny.ward@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Senior Clinician

Health Professional Level 4 \$106,043 - \$114,146, Canberra (PN: 43847)

Gazetted: 26 September 2019

Closing Date: 8 October 2019

Details: About us:

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

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

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

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

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

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

A range of community based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and

treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

Overview of the work area and position

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

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

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

All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Recovery Support Officers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements:

Mandatory:

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

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

Current driver's licence.

Prior to commencement successful candidates will be required to:

Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals

Comply with ACT Health occupational screening requirements related to immunisation

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

Undergo a pre-employment National Police check.

Note:

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

Contact Officer: Zoe Pope 0466 518 813 zoe.pope@act.gov.au

Clinical Services

**Mental Health, Justice Health, Alcohol and Drug Services
Rehabilitation and Specialty Mental Health Services
Allied Health Manager**

Health Professional Level 4 \$106,043 - \$114,146, Canberra (PN: 17603)

Gazetted: 26 September 2019

Closing Date: 4 October 2019

Details: Our Vision: Creating exceptional health care together.

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

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

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

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

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

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

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

A range of community-based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Secure Mental Health Inpatient Services

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

Overview of the work area and position

The Adult Mental Health Day Service (AMHDS) delivers effective evidence-based and recovery-focused interventions to people living in the community to help enhance their quality of life and/or improve their functional status. The AMHDS offers a variety of programs, including a number of group-based psycho-social interventions and other specialist medication based services that target people who are living in the community and who experiencing moderate to severe mental health conditions.

The AMHDS is located in the new University of Canberra Hospital (UCH) and is co-located with the Adult Mental Health Rehabilitation Unit (AMHRU), a 20 bed inpatient rehabilitative unit for individuals recovering from mental illness. AMHRU is a specialist centre for rehabilitation, recovery and research

and provides 24-hour contemporary, evidence-based clinical mental health rehabilitation, care and treatment.

The successful applicant will require considerable expertise and applied knowledge in mental health settings. The role will involve clinical leadership and guidance to the Allied Health workforce, as well as provide oversight and apply quality improvement processes to the therapy program undertaken within the AMHRU and AMHDS. The Allied Health Manager will contribute, and form an integral part of, the multidisciplinary team of the AMHRU and AMHDS.

This position involves overarching supervision and mentoring of Allied Health Staff at AMHDS and AMHRU, as well as evaluating the effectiveness of service delivery in regards to Allied health and therapeutic group programming.

The Allied Health Manager will be an integral part of the senior management team for UCH Mental Health Rehabilitation Services alongside the Assistant Director of Nursing, Clinical Nurse Consultant and consultant psychiatrists. This full time leadership role is a great opportunity for an experienced senior clinician to stretch themselves and explore their passion for health service management. This position will oversee a friendly and motivated team and is part of a supportive management cohort.

Psychologist applicants please

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

Eligibility/Other Requirements:

For Psychology:

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

Minimum of five years' experience post qualification

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

For Occupational Therapy:

Registration or eligibility for registration with Occupational Therapy Board of Australia (AHPRA)

Eligibility for professional membership of Occupational Therapy Australia

Minimum of five years' experience post qualification

For Social Work:

Degree in Social Work

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

Minimum of five years' experience post qualification

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 National Police check.

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

Note:

An order of Merit may be used to fill future identical permanent vacancies over a 12 month period.

Contact Officer: Amaly Khalaf (02) 5124 1744 amaly.khalaf@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

Teacher Level 1 \$74,437 - \$99,320

Lesla Cockburn 836-16432, Section 68(1), 24 July 2019

Administrative Services Officer Class 6 \$84,257 - \$96,430

Ricky Miller 862-07511, Section 68(1), 23 September 2019

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 3 \$63,374 - \$68,204

Paul Martin 858-58611, Section 68(1), 17 September 2019

Education

School Assistant 4 \$64,615 - \$69,965

Zachary Noble 858-16905, Section 68(1), 19 September 2019

Building Service Officer 3 \$67,752 - \$71,593

Gregory O'Connor 858-25916, Section 68(1), 19 September 2019

Justice and Community Safety

Administrative Services Officer Class 6 \$84,257 - \$96,430

Sabrina Antonakos 855-75486, Section 68(1), 19 September 2019

Senior Officer Grade B \$124,891 - \$140,596

Rosemary Budavari 863-12266, Section 68(1), 18 November 2019

Ambulance Paramedic \$70,647 - \$79,475 plus penalties

Evaane Chadwick 848-84455, Section 68(1), 20 September 2019

Administrative Services Officer Class 5 \$78,197 - \$82,771

James Love 858-72536, Section 68(1), 25 September 2019

Transport Canberra and City Services

Bus Operator - Training \$68,960

Amy Culhane 858-77943, Section 68(1), 14 September 2019

Bus Operator - Training \$68,960

James Messervy 858-77951, Section 68(1), 14 September 2019

Bus Operator - Training \$68,960

Mathew Nash 858-77900, Section 68(1), 14 September 2019

Bus Operator - Training \$68,960

Umesh Pathak 858-76369, Section 68(1), 14 September 2019

Bus Operator - Training \$68,960

Trevor Stonell 858-78014, Section 68(1), 14 September 2019

Bus Operator - Training \$68,960

Scott Summerfield 858-77994, Section 68(1), 14 September 2019

Bus Operator - Training \$68,960

Craig Weir 858-77863, Section 68(1), 14 September 2019

Bus Operator - Training \$68,960

Aaron Wicks 858-77986, Section 68(1), 14 September 2019

Bus Operator - Training \$68,960

Tracey Wilson 858-71189, Section 68(1), 14 September 2019

Bus Operator - Training \$68,960

Siamack Yousofi 858-77871, Section 68(1), 14 September 2019

Senior Officer Grade C \$106,043 - \$114,146

Joseph Zuzek 853-71715, Section 68(1), 11 September 2019

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Canberra Health Services

Technical Officer Level 2 \$62,521 - \$71,593

Lauren Abraham 861-31035, Section 68(1), 20 September 2019

Senior Officer Grade C \$106,043 - \$114,146

Soelily Consen-Lynch 863-12776, Section 68(1), 8 October 2019

Administrative Services Officer Class 3 \$63,374 - \$68,204

Nicolle Dargusch 857-42221, Section 68(1), 16 September 2019

Administrative Services Officer Class 2/3 \$55,934 - \$68,204

Doroteo Gutierrez 859-53416, Section 68(1), 19 September 2019

Administrative Services Officer Class 2/3 \$55,934 - \$68,204

Shyamolima Mutsuddi 858-79383, Section 68(1), 31 October 2019

Sterilising Services Technical Officer Level 2 \$62,521 - \$71,593

Natalie Ogilvie 862-63417, Section 68(1), 20 September 2019

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade)

Nathalia Perez Alfonso 862-08901, Section 68(1), 19 September 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Nivekta Singh 863-12418, Section 68(1), 21 October 2019

Registered Nurse Level 3.1 \$106,795 - \$111,190

Sean Tilley 861-29955, Section 68(1), 2 December 2019

TRANSFERS

Chief Minister, Treasury and Economic Development

Atiqul Haque: 817-33870

From: Information Technology Officer Class 2 \$84,257 - \$96,430

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$84,257 - \$96,430

Chief Minister, Treasury and Economic Development, Canberra (PN. 01005) (Gazetted 16 May 2019)

Community Services

Anindita Kumar: 853-59986

From: Senior Administrative Officer - Professional Services \$84,257 - \$96,430
ACT Audit Office

To: Administrative Services Officer Class 6 \$84,257 - \$96,430
Community Services, Canberra (PN. 36544) (Gazetted 31 July 2019)

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Canberra Health Services

Louise Drinkwater: 835-81823

From: Registered Midwife Level 2 \$93,151
Canberra Health Services

To: Registered Nurse Level 2 \$93,151 - \$98,728
Canberra Health Services, Canberra (PN. 12450) (Gazetted 18 June 2019)

Samantha Smith: 831-24294

From: To: Administrative Services Officer Class 4 \$70,359 - \$76,184
Canberra Health Services

To: To: Administrative Services Officer Class 4 \$70,359 - \$76,184
Canberra Health Services, Canberra (PN. 12121) (Gazetted 25 July 2019)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Infrastructure Finance and Capital Works

May Al Wiswasi: 853-47459

From: Infrastructure Officer 2 \$84,359 - \$97,055
Chief Minister, Treasury and Economic Development

To: †Infrastructure Officer 3 \$106,288 - \$116,675
Chief Minister, Treasury and Economic Development, Canberra (PN. 24717) (Gazetted 20 June 2019)

Infrastructure Finance and Capital Works

Natalie Barisic: 827-36133

From: Infrastructure Officer 2 \$84,359 - \$97,055
Chief Minister, Treasury and Economic Development

To: Infrastructure Officer 2/Infrastructure Officer 3 \$84,359 - \$116,675
Chief Minister, Treasury and Economic Development, Canberra (PN. 24086) (Gazetted 20 June 2019)

Infrastructure Finance and Capital Works

Executive Support

Shonade Ceccato: 847-05074

From: Administrative Services Officer Class 5 \$78,197 - \$82,771
Justice and Community Safety

To: †Senior Officer Grade C \$106,043 - \$114,146
Chief Minister, Treasury and Economic Development, Canberra (PN. 30837) (Gazetted 26 June 2019)

Infrastructure Finance and Capital Works

Karen McLellan: 786-27698

From: Administrative Services Officer Class 6 \$84,257 - \$96,430
Justice and Community Safety
To: Infrastructure Officer 2 \$84,359 - \$97,055
Chief Minister, Treasury and Economic Development, Canberra (PN. 36229) (Gazetted 20 June 2019)

Shared Services

Commercial Services

Record Services

Scott Rossiter: 745-03604

From: Administrative Services Officer Class 1 \$49,703 - \$54,678
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 2 \$55,934 - \$61,764
Chief Minister, Treasury and Economic Development, Canberra (PN. 12785) (Gazetted 21 June 2019)

Treasury

Property and Venues

Venues Canberra

Jacqueline Tudor: 827-41194

From: Administrative Services Officer Class 5 \$78,197 - \$82,771
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 \$84,257 - \$96,430
Chief Minister, Treasury and Economic Development, Canberra (PN. 34943) (Gazetted 15 August 2019)

Community Services

Children, Youth and Families

Children and Families

Megan Daley: 844-80477

From: Administrative Services Officer Class 3 \$63,374 - \$68,204
Community Services
To: Administrative Services Officer Class 4 \$70,359 - \$76,184
Community Services, Canberra (PN. 21621) (Gazetted 22 August 2019)

Housing ACT

Infrastructure and Contracts

Contract Management Team

Daniel O'Mara: 786-88247

From: Senior Officer Grade B \$124,891 - \$140,596
Community Services
To: †Senior Officer Grade A \$145,048
Community Services, Canberra (PN. 17967) (Gazetted 9 April 2019)

Children, Youth and Families

Children and Families

Child and Family Centres

Flor Sermeno: 711-26137

From: Administrative Services Officer Class 5 \$78,197 - \$82,771
Community Services
To: Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade)
Community Services, Canberra (PN. 19729) (Gazetted 1 April 2019)

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Education

System, Policy and Reform

Early Childhood Policy and Regulation

Jessica Annerley: 853-61402

From: Professional Officer Class 2 \$84,257 - \$96,430

Education

To: †Senior Officer Grade C \$106,043 - \$114,146

Education, Canberra (PN. 25823) (Gazetted 5 December 2018)

School Performance and Improvement

South Weston

Red Hill Primary School

Emma Dale: 745-74824

From: Administrative Services Officer Class 5 \$78,197 - \$82,771

Justice and Community Safety

To: †Administrative Services Officer Class 6 \$84,257 - \$96,430

Education, Canberra (PN. 15596) (Gazetted 22 February 2019)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current

collective/enterprise Agreement provisions and is non-appealable.

System Policy and Reform

Board of Senior Secondary Studies

Office of the Board of Senior Secondary Studies

Joshua Garreston: 824-59770

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

Education

To: †School Leader C \$122,856

Education, Canberra (PN. 42406) (Gazetted 6 February 2019)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current

collective/enterprise Agreement provisions and is non-appealable.

School performance and Improvement

South and Weston Network

Chapman Primary

Lyn Maley: 787-45731

From: School Assistant 4 \$64,615 - \$69,965

Education

To: Administrative Services Officer Class 6 \$84,257 - \$96,430

Education, Canberra (PN. 37405) (Gazetted 28 June 2019)

School Performance and Improvement

South and Weston Network

Narrabundah College

Laura Venables: 779-19680

From: School Assistant 2/3 \$47,563 - \$57,998

Education

To: Administrative Services Officer Class 4 \$70,359 - \$76,184

Education, Canberra (PN. 44358) (Gazetted 28 August 2019)

School Performance and Improvement

Tuggeranong Network

Taylor Primary School

Tracy Waterson: 827-31033

From: School Assistant 2 \$47,563 - \$52,519

Education

To: School Assistant 4 \$64,615 - \$69,965

Education, Canberra (PN. 40577) (Gazetted 23 August 2019)

Environment, Planning and Sustainable Development

Environment

Heritage

Sam Hosseini: 844-01054

From: Administrative Services Officer Class 4 \$70,359 - \$76,184

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Environment, Planning and Sustainable Development, Canberra (PN. 16111) (Gazetted 18 July 2019)

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Justice and Community Safety

Community Safety

Security and Emergency Management Branch

AUDREY AQUILINA: 847-04717

From: Senior Officer Grade B \$124,891 - \$140,596

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$145,048

Justice and Community Safety, Canberra (PN. 36710) (Gazetted 23 July 2019)

ACT Director of Public Prosecutions

Non Legal

Executive

Kathryn Cantwell: 846-85309

From: Senior Officer Grade C \$106,043 - \$114,146

Justice and Community Safety

To: †Senior Officer Grade B \$124,891 - \$140,596

Justice and Community Safety, Canberra (PN. 44747) (Gazetted 26 August 2019)

ACT Director of Public Prosecutions

Non Legal

Corporate

Cam Tang: 765-99187

From: Administrative Services Officer Class 6 \$84,257 - \$96,430

Justice and Community Safety

To: †Senior Officer Grade C \$106,043 - \$114,146

Justice and Community Safety, Canberra (PN. 44748) (Gazetted 26 August 2019)

ACT DPP

Non Legal

Executive

Mercy Wilkie: 820-85393

From: Senior Officer Grade B \$124,891 - \$140,596

Justice and Community Safety

To: †Senior Officer Grade A \$145,048

Justice and Community Safety, Canberra (PN. 05473) (Gazetted 26 August 2019)

Transport Canberra and City Services

Chief Operating Officer

People and Capability

Organisational Development

Michelle Wheeldon: 848-75911

From: Administrative Services Officer Class 4 \$70,359 - \$76,184

Transport Canberra and City Services

To: Administrative Services Officer Class 6 \$84,257 - \$96,430

Transport Canberra and City Services, Canberra (PN. 15153, several) (Gazetted 28 May 2019)

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City Renewal Authority

City Renewal Authority

Development

John Pooley: 844-76216

From: Infrastructure Manager/Specialist 1 \$161,585

Environment, Planning and Sustainable Development

To: †Infrastructure Manager/Specialist 2 \$173,127

City Renewal Authority, Canberra (PN. 37976) (Gazetted 12 July 2019)

Canberra Health Services

Clinical Services

Maria Bayani: 846-99516

From: Registered Nurse Level 3.1 \$106,795 - \$111,190

Canberra Health Services

To: †Registered Nurse Level 4.2 \$129,289

Canberra Health Services, Canberra (PN. 43211) (Gazetted 29 July 2019)

Tegan Carroll: 833-46583

From: Administrative Services Officer Class 4 \$70,359 - \$76,184

Canberra Health Services

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Canberra Health Services, Canberra (PN. 23668) (Gazetted 15 August 2019)

Clinical Services

Joanna Cole: 846-85659

From: Health Professional Level 4 \$106,043 - \$114,146

Canberra Health Services

To: †Health Professional Level 5 \$124,891 - \$140,596

Canberra Health Services, Canberra (PN. 12402) (Gazetted 23 May 2019)

Tessa Gow: 853-63264

From: Registered Midwife Level 1 \$67,078 - \$89,604

Canberra Health Services

To: Registered Midwife Level 2 \$93,151 - \$98,728

Canberra Health Services, Canberra (PN. 44710) (Gazetted 22 August 2019)

Medical Services

Linh Nguyen: 853-51298

From: Pharmacist Level 2 \$74,096 - \$89,527

Canberra Institute of Technology

To: Health Professional Level 2 \$65,216 - \$89,528

Canberra Health Services, Canberra (PN. 18491) (Gazetted 4 July 2019)

Clincial Services

Christine Powley: 834-54103

From: Registered Nurse Level 2 \$93,151 - \$98,728

Canberra Health Services

To: †Registered Nurse Level 3.2 \$120,730

Canberra Health Services, Canberra (PN. 44706) (Gazetted 8 August 2019)

ACT Health

Health Systems, Policy and Research

Health Systems, Planning and Evaluation

System Innovation Group

Danielle Briones: 844-82464

From: Administrative Services Officer Class 5 \$78,197 - \$82,771

Canberra Health Services

To: †Senior Officer Grade C \$106,043 - \$114,146

ACT Health, Canberra (PN. 37756) (Gazetted 25 July 2019)

Health Systems Policy and Research

Public Health Protection and Regulation

Health Protection Service

Priyadarshini Jeevaranjan: 820-91611

From: Technical Officer Level 1 \$57,759 - \$60,556

ACT Health

To: Health Professional Level 2 \$65,216 - \$89,528

ACT Health, Canberra (PN. 26173) (Gazetted 23 September 2019)

In accordance with the Public Sector Management Standards 2016, section 20 Direct Promotion.

Corporate Services

Strategic Infrastructure

Executive Office

Stephanie McMullen: 843-45814

From: Administrative Services Officer Class 6 \$84,257 - \$96,430

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$124,891 - \$140,596

ACT Health, Canberra (PN. 43207) (Gazetted 2 July 2019)

ACT Health Directorate

Thileebhan Sethukavalar: 835-96056

From: Health Service Officer Level 3 \$51,072 - \$52,732

ACT Health

To: Technical Officer Level 1 \$57,759 - \$60,556

ACT Health, Canberra (PN. 24701) (Gazetted 1 February 2019)

CORRIGENDA

Education

School Performance and Improvement

North and Gungahlin Network

Amaroo School

Jason Palmer: 849-14933

From: Building Service Officer 2 \$58,001 - \$60,637

Education

To: Building Service Officer 3 \$67,752 - \$71,593

Education, Canberra (PN. 01587) (Gazetted 2 August 2018)

Correcting position number branch and section - originally in Gazette 19/09/2019