



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 11 April 2019**

## VACANCIES

### Canberra Institute of Technology

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

#### Education and Training Services

##### Student and Academic Services

##### Library and Learning Services

##### Learning Resource Officer

##### **Administrative Services Officer Class 4 \$69,422 - \$75,169, Canberra (PN: 39685)**

Gazetted: 17 April 2019

Closing Date: 24 April 2019

Details: Canberra Institute of Technology (CIT) Library is looking for interested applicants to fill a Resource Access Officer position. The successful applicant will need to possess a sound knowledge of/or experience in the procurement and cataloguing of learning resources, experience in provision of a digital repository service and an understanding of copyright. Well-developed communication and problem solving skills are essential. 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 a disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available to 30 August 2019 with possibility of extension to a maximum of 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants are to provide their resume, an Application Coversheet, application and response to Selection Criteria to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Kamini Junankar (02) 6207 3373 [kamini.junankar@cit.edu.au](mailto:kamini.junankar@cit.edu.au)

#### Health, Community and Science

##### Science

##### Technical Officer

##### **Technical Officer Level 2 \$59,230 - \$67,825, Canberra (PN: 55007)**

Gazetted: 12 April 2019

Closing Date: 19 April 2019

Details: The Canberra Institute of Technology (CIT) Science department is seeking a highly motivated and experienced technical officer to prepare and service practical classes including microbiology, microscopy, general biology, histology and chemistry. The position also entails maintaining laboratory equipment, assisting with purchasing, maintaining general laboratory cleanliness, maintaining laboratory records and ensuring a safe working environment. 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: Applicants are required to have an Associate Diploma in Science or equivalent and/or relevant experience appropriate to the duties of the position. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the *Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements*.

Note: This is a part-time temporary position for a period of 12 months with the possibility of extension up to but not exceeding 5 years in total. This position is part-time at 27:05 hours per week and the full-time salary noted above will be paid pro-rata.

How to Apply: Applicants are to respond to Selection Criteria, provide a current resume and complete the ACT Government Application Coversheet and submit to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Kym Turnbull (02) 6207 4157 [kym.turnbull@cit.edu.au](mailto:kym.turnbull@cit.edu.au)

**Corporate Services**

**Strategic Finance**

**Senior Accountant**

**Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 23842)**

Gazetted: 12 April 2019

Closing Date: 19 April 2019

Details: Canberra Institute of Technology (CIT) is, an exceptional individual to fill the role of Senior Accountant. The successful applicant will have formal financial qualifications and will have established technical skills in all areas of financial and management accounting supported by strong Excel and finance system skills. Within the role are a range of hands on and management level duties including monthly, quarterly and annual financial reporting. The incumbent will work with a range of key stakeholders including with the CIT finance team, campus staff, CIT Executive and external entities such as Treasury and Auditors. This position is responsible for supervising up to four staff. The successful candidate will be able to demonstrate an eye for detail, will be able to work to tight deadlines, will have highly developed analytical skills and will have a can do attitude. Along with a bright, enthusiastic and inclusive approach to work, communication, collaboration and liaison skills of the highest order are necessary to be effective in this role. A demonstrable willingness to be innovative and creative alongside the ability to think through challenges and bring ideas and solutions forward will be highly regarded attributes. For more information please review the Position Description and for more details about working at CIT, the role and associated responsibilities please contact the Contact Officer directly. Suitability for this position will be assessed on skills, knowledge, attitude and aptitude. CIT supports workforce diversity and is committed to 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 initially with the possibility of extension. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the *Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.*

How to Apply: Please provide a two page response accompanied by Curriculum Vitae and contact details of two referees. 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. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Greg Tong (02) 6207 3197 [greg.tong@cit.edu.au](mailto:greg.tong@cit.edu.au)

**Education and Training Services**

**Health, Community and Science**

**Science**

**Senior Educator**

**Teacher Level 2 \$100,508, Canberra (PN: 41564)**

Gazetted: 15 April 2019

Closing Date: 29 April 2019

Details: The Canberra Institute of Technology (CIT) Science department is seeking a highly motivated senior teacher (Teacher Level 2) with experience in course coordination and curriculum development, particularly in the Vocational Education and Training (VET) sector in Science, Technology, Education and Mathematics (STEM) disciplines. Under the general direction of the Manager Education Level 1, a Teacher Level 2 will, through quality leadership in and management of education and related activities, contribute to the achievement of departmental goals. The successful applicants will be required to: provide leadership and guidance to support teachers and the department in relation to teaching and learning practices; assist the Manager Education Level 1 to implement best practice and quality assurance within the department; oversee the supervision, training and professional development of staff, and provide curriculum support to the department. The successful applicants will also be required to contribute to teaching within the department. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Mandatory qualifications and/or registrations/licencing. Refer to the *ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 - 2017, sub-Clause 40*. Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or equivalent). Industry Experience: In accordance with *sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology*

*(Teaching Staff) Enterprise Agreement 2013 - 2017*. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Desirable: Bachelor of Education, Management or relevant higher level qualification, Bachelor of Science and/or qualifications in veterinary nursing or companion animal care, working and management experience within the science education sector.

Note: This position is for temporary filling for a period of 12 months with the possibility of extension up to but not exceeding five years in total. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the *Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements*. Selection may be based on applications and referee reports only.

How to Apply: Applicants are to submit a statement against the Selection Criteria and two referee reports, current resume and the Application Coversheet and submit to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Kym Turnbull (02) 6207 4157 [kym.turnbull@cit.edu.au](mailto:kym.turnbull@cit.edu.au)

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

## **Education and Training Services**

### **Health, Community and Science**

#### **Science**

#### **Senior Educator**

#### **Teacher Level 2 \$100,508, Canberra (PN: 41565)**

Gazetted: 12 April 2019

Closing Date: 26 April 2019

Details: The Canberra Institute of Technology (CIT) Science Department is seeking a highly motivated Senior Teacher (Teacher Level 2) with experience in course coordination and curriculum development, particularly in the Vocational Education and Training (VET) sector in Science, Technology, Education and Mathematics (STEM) disciplines. Under the general direction of the Manager Education Level 1, a Teacher Level 2 will, through quality leadership in and management of education and related activities, contribute to the achievement of departmental goals. The successful applicants will be required to: provide leadership and guidance to support teachers and the department in relation to teaching and learning practices; assist the Manager Education Level 1 to implement best practice and quality assurance within the department; oversee the supervision, training and professional development of staff, and provide curriculum support to the department. The successful applicants will also be required to contribute to teaching within the department. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Mandatory Qualifications and/or Registrations/Licensing. Refer to the *ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 - 2017, sub-Clause 40*. Teacher

Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or equivalent). Industry

Experience: In accordance with *sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 - 2017*. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Desirable: Bachelor of Education, Management or relevant higher level qualification, Bachelor of Science or higher level qualifications in science, Working and management experience within the science education sector.

Note: This position is for a temporary filling of 12 months with the possibility of extension up to five years.

Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the *Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements*. Selection may be based on applications and referee reports only.

How to Apply: Applicants are to submit a statement against the Selection Criteria and two referee reports, current resume and the Application Coversheet and submit to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Kym Turnbull (02) 6207 4157 [kym.turnbull@cit.edu.au](mailto:kym.turnbull@cit.edu.au)

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

**Chief Minister, Treasury and Economic Development**

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

**Enterprise Canberra**

**artsACT**

**Program Officer, Arts Support**

**Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 13517)**

Gazetted: 15 April 2019

Closing Date: 29 April 2019

Details: artsACT is seeking an experienced Arts Program Officer for six months with the possibility of extension. The successful applicant will need high-level program and project administration skills, the ability to undertake analysis and policy development, a history of developing productive working relationships with internal and external stakeholders and a desire to work innovatively to achieve results. Knowledge and understanding of arts issues is highly desirable. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available for a period of six months with the possibility of extension up to less than 12 months. Previous applicants need not re-apply. Selection may be based on application and referee reports only. This position is in an activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Applicants are asked to submit an Expression of Interest responding to the Selection Criteria in no more than two pages. A copy of your current Curriculum Vitae with contact details for at least two referees and an Application Coversheet is also required to be submitted with your application. Please send your application to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Robert Piani (02) 6207 2381 [robert.piani@act.gov.au](mailto:robert.piani@act.gov.au)

**Shared Services**

**Strategic Finance**

**Financial Accountant**

**Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 01578, several)**

Gazetted: 12 April 2019

Closing Date: 26 April 2019

Details: Do you want to make a difference to the ACT Government? Do you want to be part of an innovative business and friendly team environment/culture that supports staff, lifestyle balance and career progression? Then the Shared Services Strategic Finance team is looking for you! Shared Services' vision is to provide efficient, effective services based on accountability and best practice. As a Financial Accountant, you will be responsible for preparing financial management statements, reports, reconciliations and all other associated correspondence for both internal and external stakeholders. Additionally, the role is responsible for assisting with the preparation and monitoring of budgets and forecasts for Shared Services as well as providing high level technical financial advice to address and resolve complex accounting issues related to business requirements. Ideally, you will have a financial background and will need to demonstrate that you are highly organised, can effectively liaise in all directions and can communicate very well both orally and in written form. You will need to be able to use the Microsoft Office suite competently, in particular Excel features, formulas to deliver this role. We want an innovative, forward thinking professional who enjoys problem solving, understands financial information and how issues integrate. Your enthusiasm, professionalism, analytical skills and forensic potential as well as your ability to manage and prioritise workloads will ensure your suitability for the role. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualifications in Accounting, Commerce, Finance or a related field is a compulsory requirement, and membership and professional accreditation or progress thereto of a peak Australian accounting body such as NIAA, ASCPA or ICA are desirable.

Note: These are temporary positions available for a period of six months with the possibility of extension up to less than 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. Please 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 your current resume, setting out relevant personal particulars, employment history, qualifications and experience (no more than four to six pages). Please include an Application Coversheet and a two-page Expression of Interest to describe your relevant skills, experience and suitability for the position of Financial Accountant. Applicants should take into account the stated position requirements/duties, technical knowledge and behavioural capabilities as described in the Position Description to tell us why your skills, knowledge and experience makes you the best person for the job. You should include specific examples of your work where possible. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Nam Tran (02) 6205 2518 [nam.tran@act.gov.au](mailto:nam.tran@act.gov.au)

### **Workplace Safety and Industrial Relations**

#### **Regulatory Policy Branch**

##### **Policy Officer**

##### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 37072)**

Gazetted: 15 April 2019

Closing Date: 23 April 2019

Details: The Regulatory Policy Branch is seeking an enthusiastic and experienced policy officer to support the development and implementation of workplace health, safety and industrial relations policy. The Policy Officer will work as part of a small team and under limited direction to provide high quality policy advice and briefing materials for the ACT Government on workers' compensation, workplace safety, dangerous goods and industrial relations, including policy development and implementation and managing projects as required. We are seeking to recruit a highly motivated, flexible and proactive individual who is willing to learn and to be part of a high performing team. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available for a period of six months with the possibility of extension of up to less than 12 months and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Please provide a written response to the Selection Criteria, a current Curriculum Vitae and a completed Application Coversheet to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Kerry VanDeLaarschot (02) 6205 0861 [kerry.vandelaarschot@act.gov.au](mailto:kerry.vandelaarschot@act.gov.au)

### **Workplace Safety and Industrial Relations**

#### **Continuous Improvement and Workers' Compensation**

##### **Injury Management Team**

##### **Senior Rehabilitation Case Manager**

##### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 17098, expected vacancy)**

Gazetted: 17 April 2019

Closing Date: 1 May 2019

Details: An exciting opportunity exists in the Injury Management Team, Workplace Safety and Industrial Relations for an enthusiastic, motivated and people-centred individual. Senior rehabilitation case managers deliver high quality tailored case management and return to work services, working collaboratively with injured workers and their supervisors, Human Resource managers, health professionals and the claims administrator. The successful applicant will have superior communication, problem solving and time management skills and demonstrate resilience and the ability to work in a highly complex operational 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)  
Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Interested candidates should supply a resume supported by a two page "pitch" to support the application against the Selection Criteria. Applications and Application Coversheet should be submitted to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Jennifer Lochard (02) 6205 9165 [jennifer.lochard@act.gov.au](mailto:jennifer.lochard@act.gov.au)

## **Shared Services**

### **Finance and Payroll**

#### **Finance Reporting**

##### **Assistant Accountant**

##### **Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 16865, several)**

Gazetted: 15 April 2019

Closing Date: 22 April 2019

Details: Applications are being sought from suitably and qualified people to work as Assistant Accountants in a Finance Services Reporting Team in Shared Services Finance. These roles involve assisting in the preparation of financial statements and in the delivery of financial services, including taxation and financial analysis, to several agencies. These positions are a challenging opportunity for candidates, with a strong background in finance and accounting, to develop their financial reporting skills in a government Shared Services environment. An ability to work effectively as part of a team is important. These positions report directly to a Team Leader, Financial Services. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: A Degree with a major in Accounting or equivalent, or progress toward achievement of an Accounting Degree, is highly desirable. Membership of a professional Australian accounting body is also highly desirable.

Note: There is a permanent position and temporary vacancies of up to six months with the possibility of extension and or permanency. An order of merit may be established to fill future vacancies at level over the next 12 months.

How to Apply: Please submit a written application of no more than three pages, addressing the capabilities and demonstrating your capacity to perform the duties and responsibilities of the role, also please supply your Application Coversheet, Curriculum Vitae and the names and contact details of two referees.

Contact Officer: Thien Tran (02) 6205 0163 [thien.tran@act.gov.au](mailto:thien.tran@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.

## **Shared Services**

### **Finance and Payroll Services**

#### **Accounts Processing - General Finance**

##### **Accounts Officer - Banking**

##### **Administrative Services Officer Class 4 \$69,422 - \$75,169, Canberra (PN: 07192)**

Gazetted: 11 April 2019

Closing Date: 15 April 2019

Details: Do you enjoy preparing Bank Reconciliations? Based within the Finance and Payroll business unit within Shared Services at Gungahlin, this role is accountable for the efficient and effective execution and administration of assigned financial transactions, such as bank transactions and reconciliations and other processing activities to meet the operational service delivery. You will be responsible for the preparation and completion of accurate and timely bank reconciliations, including credit card reconciliations and acquittals. You will be expected to identify discrepancies and initiate actions to correct these errors. To be successful in the role, you should have a solid knowledge of finance and accounting procedures, with a detailed understanding of banking principles. Your skills on a financial processing system and your strong attention to detail and commitment to quality, particularly with numerical and financial information, will enable you to excel in this position. You're analytical and problem resolution skills will set you up for success. 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: Current baseline security clearance or ability to obtain and hold a baseline security clearance is mandatory.

Notes: This is a temporary position available for a period of three months with the possibility of extension up to less than 12 months and/or permanency.

How to apply: Please review the attached Position Description and submit an application by emailing the following documents: 1) Your current resume; 2) a completed Application Coversheet; 3) a two-page written response to support your application. Please provide evidence of your suitability for the role by including examples of your bank reconciliation experience, particularly where you have resolved discrepancies.

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

Contact Officer: Kim Platt (02) 6207 8070 [kim.platt@act.gov.au](mailto:kim.platt@act.gov.au)

### **Long Service Leave Authority**

#### **Compliance**

##### **Compliance Officer**

##### **Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 55810)**

Gazetted: 12 April 2019

Closing Date: 26 April 2019

Details: The role of the Compliance Officer is to provide assistance to clients by undertaking activities including compliance education, maintaining accurate and up to date records in the Authority's employer and employee registers, conducting employer/site visits and other external compliance audit activities as required. The Authority provides staff with flexible working arrangements, access to a range of roles and training that is tailored to their career goals. Staff working within the Authority are expected to demonstrate quality customer service and team work skills, be willing to continuously improve, be outcome focused and accountable for their actions. Further information relating to the ACT Long Service Leave Authority can be found at <http://www.actleave.act.gov.au/>  
Eligibility/Other Requirements: Current driver's licence Please include in the advertisement that a selection assessment based on merit for applicants deemed suitable will be used for this recruitment activity. Applications from potential candidates should include a supporting statement of no more than two pages outlining experience and/or ability outlined in the selection criteria, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Catherine Shih 6247 3900 [Catherine.Shih@actleave.act.gov.au](mailto:Catherine.Shih@actleave.act.gov.au)

### **Long Service Leave Authority**

#### **Operations Section**

##### **Client Service Team**

##### **Client Service Officer**

##### **Administrative Services Officer Class 4 \$69,422 - \$75,169, Canberra (PN: LSL, several)**

Gazetted: 11 April 2019

Closing Date: 24 April 2019

The Client Service team is a central point of contact for inquiries from employers and employees relating to registrations, returns, claims and compliance matters under the Act and the notification of outstanding fees and penalties. The team has the responsibility to ensure that employers and workers for each covered industry are registered and employer's quarterly returns are processed correctly and paid in accordance with the legislation. The Authority provides staff with flexible working arrangements, access to a range of roles and training that is tailored to their career goals. Staff working within the Authority are expected to demonstrate quality customer service and team work skills, be willing to continuously improve, be outcome focused and accountable for their actions. Further information relating to the ACT Long Service Leave Authority can be found at <http://www.actleave.act.gov.au/>.

Eligibility/Other Requirements: Current driver's licence

Note: Selection may be based on order of merit, applications and referee reports only.

Contact Officer: Helen Tremayne (02) 6247 3400 [helen.tremayne@actleave.gov.au](mailto:helen.tremayne@actleave.gov.au)



**Licensing and Registrations**

**Transport Solutions**

**Public Transport and Audit**

**Regulatory Officer**

**Administrative Services Officer Class 4 \$69,422 - \$75,169, Canberra (PN: 10878)**

Gazetted: 17 April 2019

Closing Date: 24 April 2019

Details: The Public Transport and Audit team is responsible for conducting driver licence assessments, assessing and processing applications for public vehicle licences, accreditation of public transport providers, driving instructors and authorisations under the Authorised Examiner Scheme. The team also audits, monitors and manages the regulatory compliance of those schemes. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please submit a written application, in the form of a pitch of no more than two pages, addressing these three statements: 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; 3) Your ability to add value to the team, Division, Access Canberra and ACT Government based on the ACT Government Signature Values and Behaviours and the Access Canberra culture as described in the Division Overview. Please send your application along with the Application Coversheet and your Curriculum Vitae to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Gerry Ward (02) 6205 9618 [gerry.ward@act.gov.au](mailto:gerry.ward@act.gov.au)

**Access Canberra**

**Regulatory Solutions and Compliance**

**Traffic Camera Compliance**

**Traffic Camera Operator**

**Administrative Services Officer Class 2 \$55,189 - \$60,941, Canberra (PN: 36333)**

Gazetted: 17 April 2019

Closing Date: 1 May 2019

Details: Do you like working in different places on a daily basis? If your answer is yes, you may be the person we are looking for. Access Canberra Traffic Camera Compliance is seeking enthusiastic applicants to fill the role of Traffic Camera Operator. This role will see you out in the field utilising the latest technology to achieve compliance in relation to road safety. The ACT Traffic Camera Compliance is responsible for the operation of the Mobile Speed Cameras as a part of the Act Road Safety Program. Under the general direction of the Field Supervisor mobile camera operators will operate traffic offence detection devices in accordance with legislation and operating procedures. Operations are largely performed from inside of a vehicle, during early morning, night and weekend shifts. Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: A current, non-disqualified or restricted driver's licence is required.

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

How to Apply: Please submit a written application, of no more than one page, responding to the statement below, contact details of at least two referees and current Curriculum Vitae. The one page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification. Detail your greatest achievements in the last five years and how they relate to this position and its duties. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Marek Bilski (02) 6207 3915 [marek.bilski@act.gov.au](mailto:marek.bilski@act.gov.au)

### **Shared Services**

#### **Strategic HR and Corporate**

#### **Change and Engagement**

#### **Senior Director, Change and Engagement**

#### **Senior Officer Grade A \$143,116, Canberra (PN: 30521)**

Gazetted: 15 April 2019

Closing Date: 2 May 2019

Details: This role will identify opportunities for organisational change and lead, mentor, coach and advise Executives, Directors, Change Managers and teams through a variety of strategic change and engagement initiatives. You will build a network of change champions to enhance change capability and upskill managers, while guiding them through the changes that affect their staff. To succeed in the role, you will need to have managed organisation-wide Change Management initiatives. You will be required to establish and maintain effective and diverse strategic business partnerships to ensure key outcomes. Your expert communications skills will be heavily relied on as well as your ability to gain the trust and confidence of the Executive and Directors in Shared Services to enable them to build their change management capability. Your ability to analyse and find solutions to complex problems will enable you to excel in this position. Our preferred candidate for this role must be resilient, flexible and able to demonstrate strong expertise and leadership. 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: Full time/Part time (flexible working hours are negotiable in accordance with the *ACTPS Administrative and related classifications Enterprise Agreement 2018-2021*. The salary noted above will be paid pro rata for part time employment.

How to Apply: Please review the attached Position Description and submit an application by emailing the following documents to [jobs@act.gov.au](mailto:jobs@act.gov.au): a completed Application Coversheet, your current resume, a two-page written response to support your application. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities.

Contact Officer: Al McLean (02) 6207 2260 [al.mclean@act.gov.au](mailto:al.mclean@act.gov.au)

### **Access Canberra**

#### **Customer Coordination**

#### **Complaints Management Team**

#### **Senior Director**

#### **Senior Officer Grade A \$143,116, Canberra (PN: 43155)**

Gazetted: 17 April 2019

Closing Date: 24 April 2019

Details: Are you someone who is looking for a challenge and the chance to “roll up your sleeves”? Are you keen to contribute to transformational change in our organisation? Are you wanting to develop and apply your knowledge and skills across different and complex subject areas? If your answer is yes, you may be the person we are looking for. The Complaints Management Team are looking for dynamic, flexible, solutions-focused individual to Interpret and analyse complex and large data sets, and produce analytical reports. This is a new position within Access Canberra will provide our organisation with the ability to understand and analyse the information it holds and manages. The role aims to facilitate the safe sharing of data and to assist with data analytics projects, through a coordinated, whole of government approach to improving data management and analytics capabilities. It includes both the ICT infrastructure elements from a data rich organisation as well as policy and capability development to fully realise the benefits of our regulatory framework, such as automation and data analytics. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please submit: an Application Coversheet; a written application, of no more than two pages, responding to the two statements below; contact details of at least two referees and a current Curriculum Vitae.

The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification. 1) Detail your greatest achievements in the last five years and how they relate to this position and its duties; 2) Detail your demonstrated ability, ingenuity, experience and qualifications making you the best person for this role.

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

Contact Officer: Josh Rynehart (02) 6205 3740 [josh.rynehart@act.gov.au](mailto:josh.rynehart@act.gov.au)

## **Policy and Cabinet**

### **Economic and Regional Policy**

#### **Infrastructure, Environment and Planning**

##### **Director, Regional, Environment and Planning**

##### **Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 35279)**

Gazetted: 12 April 2019

Closing Date: 30 April 2019

Details: The Infrastructure, Environment and Planning team in Economic and Regional Policy Branch provides whole of Government policy advice and support in relation to transport, infrastructure, economic development, planning, housing, environment, climate change and land. In addition, the Branch leads the ACT Government's regional and cross-border engagement and policy development, as well as coordinating ACT Government services in Jervis Bay Territory. As Director the occupant will, under broad direction, support the Senior Director to lead and manage a team, or work individually, to provide high-quality policy advice and analysis on complex strategic policy and/or regulatory reform issues; prepare and coordinate complex briefings and correspondence on Cabinet, Assembly and ministerial business; directly supervise officers in the implementation of policies or project work; represent the Division on intergovernmental and cross directorate working groups and develop strong stakeholder relationships both within Government and with external stakeholders. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This position is an activity-based working (ABW) where officers will not have a designated workstation/desk.

How to Apply: Applications should include a 1000 word supporting statement or pitch outlining your skills and experience against the Selection Criteria. Please also provide the completed Application Coversheet and a current resume.

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

Contact Officer: David Clapham (02) 6205 7261 [david.clapham@act.gov.au](mailto:david.clapham@act.gov.au)

## **Policy and Cabinet Division**

### **Economic and Regional Policy**

#### **Regulation and Productivity**

##### **Director**

##### **Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 36548)**

Gazetted: 12 April 2019

Closing Date: 30 April 2019

Details: The Economic and Regional Policy Branch's Regulation and Productivity team supports the Chief Minister and Minister for Regulatory Services in shaping and leading key government reform initiatives. The team works in collaboration with Directorates to provide policy advice and support in achieving the Government's strategic priorities for regulatory matters. The focus of the team is to simplify and improve government's interactions with the public, community organisations and business. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This position is activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications should include an Application Coversheet, a 1000 word statement of claims, outlining your skills and experience, taking into account the Selection Criteria and a current resume. Applicants should submit their applications to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Sam Engele (02) 6205 0230 [sam.engele@act.gov.au](mailto:sam.engele@act.gov.au)

## **Policy and Cabinet**

### **Social Policy and Commonwealth State Relations Branch**

#### **Wellbeing, Education and Commonwealth-State Relations**

#### **Director, Wellbeing, Education and Commonwealth-State Relations**

#### **Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 22933)**

Gazetted: 15 April 2019

Closing Date: 1 May 2019

Details: Policy and Cabinet in the Chief Minister, Treasury and Economic Development Directorate is seeking a highly motivated and appropriately skilled person to undertake the role of Director, Wellness, Education and Commonwealth-State Relations. The position involves working in a fast-paced environment, on multiple concurrent activities, spanning a wide cross section of topics. There are often last minute papers for meeting and intergovernmental forums and for agreement negotiations that require quick analysis and advice, as well as flexible working hours. The successful applicant will have superior capacity to provide strategic policy direction and advice, deliver complex policy and project outcomes and have effective communication, representation and liaison skills. They will also be highly organised and have great attention to detail, as well as effective consultation and communication skills. Social Policy and Commonwealth State Relations Branch supports the Government to develop its strategic direction and provides advice to the Chief Minister, Head of Service and Cabinet on policy proposals and new initiatives. The Branch also undertakes strategic projects and monitors and reports on Directorates' progress towards implementing the Government's strategic objectives. The Branch has responsibility for: advancing government priorities, and coordinating whole of government advice, that responds to the social needs of the ACT community; strategically analysing and reporting on the ACT Public Service's effort to deliver and implement the priorities of the government of the day, including election commitments and Parliamentary Agreement commitments; undertaking research and analysis to support strategic policy advice on current and emerging policy issues and initiatives at the local, regional and national level; supporting the Chief Minister in shaping and leading key government reform initiatives. 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, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: 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: Applications should include a 1000 word supporting statement or pitch outlining your skills and experience against the Selection Criteria. Please also provide the completed Application Coversheet and a current resume. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Stacey Matthews (02) 6205 3337 [stacey.n.matthews@act.gov.au](mailto:stacey.n.matthews@act.gov.au)

## **Commercial Services and Infrastructure**

### **Social Infrastructure Branch**

#### **Infrastructure Finance and Capital Works**

#### **Project Manager**

#### **Infrastructure Officer 4 \$119,340 - \$135,587, Canberra (PN: 33786, several)**

Gazetted: 16 April 2019

Closing Date: 3 May 2019

Details: Have you ever wanted to be part of a team delivering multi-million dollar social infrastructure projects, working with a diverse range of people? Do you have project, risk and contract management knowledge for the procurement and delivery of medium to high risk architectural, engineering or construction related services? Then you could be the person we're looking for!! The successful applicants will need to demonstrate experience in delivering infrastructure projects within time, cost and scope targets and multi task in a fast paced and dynamic environment. If you can engage with a diverse range of people (both writing and orally) please apply as we would

love to meet you. These are significant and important roles that will engage with stakeholders across our community and provide the opportunity to truly make a difference for the ACT and surrounding region. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Mandatory: A Degree or Diploma in a relevant technical field (eg. Engineering, Architecture, Project Management or Construction Management) and demonstrated relevant experience and/or trade certification with significant building and infrastructure and/or project management experience. Desirable: Experience in the delivery of health and/or justice and/or community safety infrastructure projects.

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

An order of merit may be established to fill future vacancies at level over the next 12 months. There are two positions available. One will be based at the Canberra Hospital with the other based at ACT Law Courts.

How to Apply: Interested candidates should submit no more than an 800 word pitch addressing the Selection Criteria with an attached Application Coversheet and Curriculum Vitae including details for two referee contacts by the closing date of this advertisement to the [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Babita Busic (02) 5124 9106 [babita.busic@act.gov.au](mailto:babita.busic@act.gov.au)

## **Shared Services**

### **Finance and Payroll Services**

### **Finance and HR Applications Support**

### **Business Project Lead - Assistant Director**

### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 27566)**

Gazetted: 16 April 2019

Closing Date: 30 April 2019

Details: Do you want to make a difference to the ACT Government? Do you want to be part of an innovative business and friendly team environment/culture that supports staff, lifestyle balance and career progression? Then the Shared Services Finance team is looking for you! Shared Services' vision is to provide efficient, effective services based on accountability and best practice. As a Business Project Lead - Assistant Director, you will manage and deliver a number of initiatives and projects undertaken by Shared Services Finance, including but not limited to, implementation of an Expense Management System, delivering eInvoicing initiative, facilitate banking tender etc. The position requires demonstrated experience and skills in procurement, project management, business analysis and change and communication management. Stakeholder management is also a critical skill for the role as Shared Services Finance delivers a number of Whole of ACT Government projects. This position reports directly to the Business Project Manager - Director, and may supervise up to two staff. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Project Management experience and qualifications in Accounting, Commerce, Finance or a related field is preferable. Current Baseline Security Clearance or ability to obtain and hold a Baseline Security Clearance is mandatory.

Note: This is a temporary position available for a period of three months with the possibility of extension up to less than 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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: In two pages or less, your pitch will include your greatest achievement in the past five years, how it relates to this role and its duties, and what you will bring to the role. In your pitch you will also tell us how you meet the Behavioural Capabilities and Professional/Technical Skills and Knowledge components of the role. Your Curriculum Vitae will be part of your application and include two referees.

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

Contact Officer: Tran Nguyen (02) 6205 4620 [tran.nguyen@act.gov.au](mailto:tran.nguyen@act.gov.au)

## **Workplace Safety and Industrial Relations**

### **Regulatory Policy Branch**

#### **Assistant Director**

#### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 34476)**

Gazetted: 17 April 2019

Closing Date: 1 May 2019

Details: The Regulatory Policy Branch is seeking an experienced person to provide input into the development and implementation of workplace health, safety and industrial relations policy. The Assistant Director will work as part of a small team and under limited direction to provide high quality policy advice and briefing materials for the ACT Government on workers' compensation, workplace safety, dangerous goods and industrial relations, including policy development and implementation and managing multiple projects as required. We are seeking a highly motivated, flexible and proactive individual who is willing to be part of a high performing team. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available for a period of six months with the possibility of extension of up to less than 12 months and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Please provide an Application Coversheet, a statement against the Selection Criteria and a copy of your current Curriculum Vitae with contact details for at least two referees and send to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Leanne MacLaughlan (02) 6207 1505 [leanne.macLaughlan@act.gov.au](mailto:leanne.macLaughlan@act.gov.au)

## **Shared Services**

### **Strategic Finance**

#### **Senior Financial Accountant**

#### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 32370, several)**

Gazetted: 12 April 2019

Closing Date: 26 April 2019

Details: Do you want to make a difference to the ACT Government? Do you want to be part of an innovative business and friendly team environment/culture that supports staff, lifestyle balance and career progression? Then the Shared Services Strategic Finance team is looking for you! Shared Services' vision is to provide efficient, effective services based on accountability and best practice. As a Senior Financial Accountant, you will be responsible for managing and preparing financial management statements, reports, reconciliations and all other associated correspondence for both internal and external stakeholders. Additionally, the role is responsible for the preparation and monitoring of budgets and forecasts for Shared Services as well as providing high level technical financial advice to address and resolve complex accounting issues related to business requirements. Ideally, you will have a financial background and will need to demonstrate that you are highly organised, can effectively liaise in all directions and can communicate very well both orally and in written form. You will need to be able to use the Microsoft Office suite competently, in particular Excel features and formulas to deliver this role. We want an innovative, forward thinking professional who enjoys problem solving, understands financial information and how issues integrate. Your enthusiasm, professionalism, analytical skills and forensic potential as well as your ability to manage and prioritise workloads will ensure your suitability for the role. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualifications in Accounting, Commerce, Finance or a related field is a compulsory requirement, and membership and professional accreditation or progress thereto of a peak Australian accounting body such as NIAA, ASCPA or ICA are desirable.

Note: These are temporary positions available for a period of six months with the possibility of extension up to less than 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. Please 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 your current resume, setting out relevant personal particulars, employment history, qualifications and experience (no more than four to six pages). Please include an Application Coversheet and a two-page Expression of Interest to describe your relevant skills, experience and suitability for the position of

Senior Financial Accountant. Applicants should take into account the stated position requirements/duties, technical knowledge and behavioural capabilities as described in the Position Description to tell us why your skills, knowledge and experience makes you the best person for the job. You should include specific examples of your work where possible. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Nam Tran (02) 6205 2518 [nam.tran@act.gov.au](mailto:nam.tran@act.gov.au)

### **Access Canberra**

#### **Customer Coordination**

#### **Applications and Approvals**

#### **Manager**

#### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 44072, several)**

Gazetted: 11 April 2019

Closing Date: 18 April 2019

Details: Access Canberra is a straight talking, innovative and exciting place to be, where you will have a direct impact on making Canberra a better place to live. You will have a great team to work with and support you in one of the most diverse and interesting agencies in the ACT Government. We strive to deliver the best possible customer service by planning, designing, re-engineering, delivering and coordinating customer services across online, phone, email and face to face channels. This is a great opportunity for people with passion and drive to lead a team that is currently streamlining its services and processes to support industry and the community in transforming the way property transactions are completed in the ACT. If you are you looking to utilise your skills in providing high level customer service, lead, manage and support a diverse workforce and are someone who can motivate and coach others to meet specific goals and get the most out of your team. Please review the Position Description which details the responsibilities for these roles. 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: These are temporary positions available for a period of 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. Selection may be based on application and referee reports only.

How to Apply: Your suitability for these positions will be assessed based on your skills, knowledge and behaviour in relation to the duties/responsibilities of the role. If you think you're up for it, please send us your Curriculum Vitae, Application Coversheet and two page pitch on why you think you're the best person for the job. The pitch should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification. 1) Detail your greatest achievement in the last five years and how it relates to this position and the duties. 2) outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role. If you have any questions about the role please contact the Contact Officer. Applications should be sent to: [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Fred Arugay (02) 6207 1797 [fred.arugay@act.gov.au](mailto:fred.arugay@act.gov.au)

### **Infrastructure, Finance and Capital Works**

#### **Procurement Projects**

#### **Project Management and Reporting Systems**

#### **Manager Systems**

#### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 30837, several)**

Gazetted: 12 April 2019

Closing Date: 26 April 2019

Details: Procurement ACT is seeking two suitably experienced and motivated candidates to fill two Senior Office Grade C positions within the Procurement Projects Team. The successful candidates will be responsible for providing strategic and operational support to the Senior Project Manager and the Executive Branch Manager, contribute to the management, implementation and required system testing of the Project Management and Reporting System (PMARS). The candidates will also act on behalf of Procurement ACT to maintain the currency of the system and to provide expert advice and direction on technical issues and training to key stakeholders. Experience in the implementation and system management of Information Communication Technology (ICT) systems are essential for this role. The successful candidate will also be able to liaise across a range of roles and

levels throughout the Government. The candidates will need to adhere to and promote the principles of the Respect Equity and Diversity (RED) Framework, Work Health and Safety (WHS), and the ACTPS Values and Signature Behaviours to maintain a safe, healthy and fair workplace for all staff. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: If you think you would be suitable for these roles please provide your resume, application form and your claims against the criteria, please limit your responses to a maximum of 300 words per criteria and please send your application to [jobs@act.gov.au](mailto:jobs@act.gov.au) or the contact officer.

Contact Officer: Darren Smith (02) 6207 7431 [darren.smith@act.gov.au](mailto:darren.smith@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.

### **Shared Service ICT**

#### **Strategic Business Branch**

#### **Education Account**

#### **Assistant Director – Program Delivery**

#### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 36352)**

Gazetted: 12 April 2019

Closing Date: 19 April 2019

Details: The Information Communication Technology (ICT) Education (EDU) Program Delivery Team is currently seeking applications from suitably experienced persons to perform in the role of Assistant Manager – Program Delivery. The successful applicant will be responsible for a busy and diversely challenging role, assisting with the delivery of the ACT Education Directorates ICT program. This involves project management and/or business analysis tasks depending upon the applicant's area of expertise. 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 through to 30 October 2019 with the possibility of extension up to less than 12 months. Previous applicants should reapply. Selection may be based on application and referee reports only.

How to Apply: All applications should include an Application Coversheet, your written response to the Selection Criteria (maximum two pages), resume and Referee Report.

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

Contact Officer: Greg Schuhardt (02) 6205 5488 [greg.schuhardt@act.gov.au](mailto:greg.schuhardt@act.gov.au)

### **Community Services**

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

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

#### **Inclusion and Participation**

#### **Community Relations and Funding Support**

#### **Senior Contract Officer**

#### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 03884)**

Gazetted: 16 April 2019

Closing Date: 30 April 2019

Details: The Community Services Directorate is seeking a Senior Contract Officer for the Service Funding Support team. The Senior Contract Officer will be responsible for undertaking a range of activities that support the



Directorate's contracts and/or community grants schemes including maintaining, analysing and reporting on individual contracts. This position will require the administration with non-government organisations, service funding agreements and the grants program. There will also be a responsibility to manage organisational and directorate compliance with contractual obligation and facilitate the provision of high quality community services. The role involves working in a small team, with the position reporting to the Manager, Service Funding Support. 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.

How to Apply: Applicants are required to submit four items: 1) ACT Government Application Coversheet; 2) statement of claims against specified Selection Criteria; 3) a current resume; and 4) the names and contact details of two referees. Please send applications to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Sarah Conway (02) 6207 1048 [sarah.conway@act.gov.au](mailto:sarah.conway@act.gov.au)

## **Children, Youth and Families**

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

#### **Practice and Performance**

#### **Reportable Conduct investigator**

#### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 43267)**

Gazetted: 15 April 2019

Closing Date: 7 May 2019

Details: The Administrative Services Officer Class 6 Reportable Conduct investigator role is responsible for supporting Child and Youth Protection Services (CYPS) in the effective management of Reportable Conduct matters. The role is responsible for preparing Child Protection information for sharing with other entities consistent with the *Children and Young People Act 2008* for the purposes of Reportable Conduct investigations and Working with Vulnerable People applications and investigations. The role supports the coordination of information between CYPS and designated entities, including the out of home care sector, on the interface between processes under the *Children and Young People Act 2008*, *Ombudsman Act 1989* and *Working with Vulnerable People (Background Checking) Act 2011*. The position will support the team on improving and strengthening policy and practice and will support coordination between Children, Youth and Families and the ACT Ombudsman's Office, designated entities covered by the ACT Reportable Conduct scheme and the ACT Commissioner for Fair Trading. Eligibility/Other Requirements: Essential Qualifications and Experience: Demonstrated experience in coordinating and managing investigations and a current Driver's Licence. Desirable Qualifications and Experience: Relevant tertiary qualifications in investigations or related discipline. Sound knowledge of the ACT Reportable Conduct Scheme, working with Vulnerable People legislation and child protection practices. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

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

How to Apply: All applications, including Application Coversheet, your written response to Selection Criteria, resume must be submitted to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Alison Grace (02) 6205 9225 [alison.grace@act.gov.au](mailto:alison.grace@act.gov.au)

## **Office of Deputy Director General**

### **Quality, Complaints and Regulation**

#### **Quality Officer**

#### **Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 37583)**

Gazetted: 16 April 2019

Closing Date: 30 April 2019

Details: Quality, Complaints and Regulation (QCR) branch is seeking an enthusiastic, professional and organised person who has the ability to work flexibly, show initiative and manage a range of priorities. The position requires a person who can contribute significantly to the operation and efficiency of the Branch. The successful applicant will have the opportunity to support the Branch through the provision of proactive, efficient and effective

administrative management: providing timely and relevant advice and information, stakeholder engagement and maintaining procedural integrity. The Quality Officer is part of a team responsible for delivering a risk responsive regulatory framework which aims to minimise the regulatory compliance burden and maximise benefits such as innovation and flexibility in the provision of human services by strengthening the capacity of service delivery organisations. Quality Officer roles are responsible for delivering a transparent and responsive regulatory response. The role involves managing a regulatory case load of providers. Quality Officers provide compliance and capacity assessment and advice and have a role in identifying and managing risk through the regulatory framework. Community Services Directorate is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements: Experience in leading investigations into complaints or compliance with service standards; and/or Experience in the delivery of human services. Educational, suitability and professional qualification checks may be carried out prior to employment. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

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

How to Apply: Please prepare responses to the Selection Criteria and submit to [jobs@act.gov.au](mailto:jobs@act.gov.au) along with a current Curriculum Vitae, Application Coversheet and contact details of at least two referees. For each criterion, please limit your response to 350 words or less.

Contact Officer: Heather McKeon (02) 6205 3363 [heather.mckeon@act.gov.au](mailto:heather.mckeon@act.gov.au)

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

#### **Executive Assistant to the Deputy Director-General**

#### **Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 08269)**

Gazetted: 11 April 2019

Closing Date: 25 April 2019

Details: Are you looking to be a part of a dynamic, fast paced team environment? Do you enjoy your daily routine being changed with just one phone call? The Executive Assistant to the Deputy Director-General is part of the Director-General's Executive support unit. This unit is made up of four support staff; the Executive Officer to the Director-General, Executive Assistant to the Director-General, Executive Officer to the Deputy Director-General and the Executive Assistant to the Deputy Director-General. Working collaboratively, we provide support to both the Director-General and Deputy Director-General to assist them in providing services to some of the most vulnerable people within our community. We seek someone who is a team player, enjoys a challenge and understands the importance of discretion and multi-tasking. We are looking for someone who can work autonomously and is willing to step in and help when required. The successful candidate will proudly demonstrate our Directorate's values: Respect, Integrity, Collaboration and Innovation in their work. If the above sounds like something you are interested in, we want to hear from you.

Note: Selection may be based on application and referee reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months.

How to Apply: Please submit a maximum two-page statement of claims against the Selection Criteria, a current Curriculum Vitae and details of two referees and an Application Coversheet to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Heidi Stephenson (02) 6205 5334 [heidi.stephenson@act.gov.au](mailto:heidi.stephenson@act.gov.au)

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

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

#### **Case Aid**

#### **Administrative Services Officer Class 3 \$62,530 - \$67,296, Canberra (PN: 35872)**

Gazetted: 16 April 2019

Closing Date: 1 May 2019

Details: The Administrative Services Officer Class 3 Operational Support Officer is focused on supporting Child and Youth Protection Services to deliver the best possible life outcomes for children and young people through administrative support across a range of administrative support functions.

Eligibility/Other Requirements: Essential qualifications and experience: Experience and/or desire to work in a community services environment. Proficiency with Microsoft Office products and database systems and a current Driver's Licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable people registrations refer to: [www.legislation.act.gov.au/a/2011-44/default.asp](http://www.legislation.act.gov.au/a/2011-44/default.asp) and [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people.A](http://www.ors.act.gov.au/community/working_with_vulnerable_people.A)

Note: An order of merit may be established from this process to fill identical temporary and/or permanent positions up to 12 months.

How to Apply: All applications, including Application Coversheet, your written response to Selection Criteria, resume must be submitted to Shared Services [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Jenna O'Hara (02) 6205 3758 [jenna.ohara@act.gov.au](mailto:jenna.ohara@act.gov.au)

## **Children, Youth and Families**

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

#### **Practice and Performance**

#### **Reportable Conduct Investigator**

#### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 43141, several)**

Gazetted: 15 April 2019

Closing Date: 7 May 2019

Details: The Reportable Conduct investigator role is responsible for undertaking Reportable Conduct investigations and for supporting Child and Youth Protection Services (CYPS) in the effective management of Reportable Conduct matters. The role is responsible for sharing Child Protection information consistent with the *Children and Young People Act 2008* for the purposes of Reportable Conduct, Working with Vulnerable People applications and investigations. The role is also the central point of coordination between CYPS and designated entities, including the out of home care sector, on the interface between processes under the *Children and Young People Act 2008* and the Reportable Conduct scheme. The position will focus on improving and strengthening policy and practice and will be the central mechanism for coordination between Children, Youth and Families and the ACT Ombudsman's Office, designated entities covered by the ACT Reportable Conduct scheme and the ACT Commissioner for Fair Trading.

Eligibility/Other Requirements: Essential Qualifications and Experience: Demonstrated experience in coordinating and managing investigations and a current Driver's Licence. Desirable Qualifications and Experience: Relevant tertiary qualifications in investigations or related discipline. Sound knowledge of the ACT Reportable Conduct Scheme, working with Vulnerable People legislation and child protection practices. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

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

How to Apply: All applications, including Application Coversheet, your written response to Selection Criteria, resume must be submitted to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Alison Grace (02) 6205 9225 [alison.grace@act.gov.au](mailto:alison.grace@act.gov.au)

## **Education**

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

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

### **System Policy and Reform**

#### **Early Childhood Policy and Regulation**

#### **Early Childhood Policy**

### **Strategic Policy/Project Officer**

#### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 40109)**

Gazetted: 15 April 2019

Closing Date: 29 April 2019

Details: The Early Childhood Policy team is seeking an innovative, motivated and high performing individual to join the design, development and implementation of an Early Childhood Strategy for the ACT. This is a fantastic opportunity for someone who is keenly interested in driving strategic government reform that will benefit children and families in our community. To be successful in this role you must be effective in working in a small team, and in a fast paced and collaborative environment. As a project and policy based position, you will need expertise in government policy development, strong strategic thinking skills, secretariat skills, high level organisational skills, and a desire to build and maintain quality partnerships with a range of stakeholders. Applicants are encouraged to contact the contact officer prior to submitting an application.

Note: This is a temporary position available for up to 12 months with possibility of permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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 [www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](http://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

How to Apply: Applications include a supporting statement of no more than four pages, outlining experience and/or ability across the Selection Criteria. Applications should include a current Curriculum Vitae and the name and contact details of two referees. Please ensure that one of the referees is your current or immediate past supervisor. Applications should be submitted to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Sybilla Meeth (02) 6205 3619 [sybilla.meeth@act.gov.au](mailto:sybilla.meeth@act.gov.au)

### **Business Services**

#### **People and Performance**

#### **Executive Support Officer**

#### **Administrative Services Officer Class 4 \$69,422 - \$75,169, Canberra (PN: 42782)**

Gazetted: 15 April 2019

Closing Date: 22 April 2019

Details: The Executive Support Officer manages the smooth operation of the Executive Unit including the Executive's schedule, maintaining efficient and effective office systems and demonstrating high quality customer service. The position also provides a coordination function to the branch, managing communication with the Executive Group Manager's area, corporate reporting and ministerial responses ensuring a high level of service and support is provided.

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

How to Apply: Applicants should complete the Application Coversheet including a one page pitch against the Professional/Technical skills and Knowledge required, a current resume, and the name and contact details of two referees. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Bec Nicholls (02) 6207 2616 [bec.nicholls@act.gov.au](mailto:bec.nicholls@act.gov.au)

### **School Performance and Improvement**

#### **North and Gungahlin Network**

#### **Margaret Hendry School**

#### **Learning Coach - K-2 and 3-6**

#### **Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 41329, several)**

Gazetted: 17 April 2019

Closing Date: 9 May 2019

Details: Seeking dynamic and motivated professionals to join the Margaret Hendry School team. The successful applicants will demonstrate an understanding of and commitment to implementing the school vision for learning, based on the four pillars of 'Grow, Collaborate, Connect, Love'. The successful applicants will possess a strong sense of self as a member of a global community and demonstrate through examples of practice the essential skills and attributes to deliver personalised learning for every child through a collaborative approach.

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

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

How to Apply: Please follow the instructions in the Classroom Teacher Application Package. Please provide an Application Coversheet, Curriculum Vitae and Selection Criteria to be sent directly through to [jobs@act.gov.au](mailto:jobs@act.gov.au)  
Contact Officer: Shannon Birch (02) 6142 3828 [shannon.birch@ed.act.edu.au](mailto:shannon.birch@ed.act.edu.au)

## **School Performance and Improvement**

### **North/Gungahlin Network**

#### **Black Mountain School**

#### **Transition and Social Enterprise Coordinator**

#### **School Assistant 4 \$63,754 - \$69,033, Canberra (PN: 10998)**

Gazetted: 17 April 2019

Closing Date: 7 May 2019

Details: Black Mountain School is seeking a passionate innovator to manage an exciting social enterprise. This enterprise is based within the school grounds and will involve training students, managing business enterprises in hospitality, horticulture and the arts, and support program delivery through classroom and practical activities.

Note: This is a temporary position available from 27 May 2019 until 26 January 2020. Selection may be based on application and referee reports only.

How to Apply: Applicants need to submit an Expression of Interest comprising a current Curriculum Vitae and supporting statement (two pages). The supporting statement should address the capabilities listed below and be written with a focus on the job description specified for the position. Please forward applications to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Stephanie Nott (02) 6142 1400 [stephanie.nott@ed.act.edu.au](mailto:stephanie.nott@ed.act.edu.au)

## **System Policy and Reform Division**

### **Analytics and Evaluation**

#### **Assistant Director, Statistics and Evaluation**

#### **Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 40478)**

Gazetted: 11 April 2019

Closing Date: 25 April 2019

Details: The Assistant Director will be involved in the many stages of the evaluation and analytics process, from setting up data repositories and systems to carrying out an extensive range of statistical analysis of the data collected and providing interpretation and advice for a wide range of purposes from reporting to providing insights to support evidence based decision making. The Assistant Director will participate in special projects to develop and implement new evaluation procedures and data related systems. The evaluation work requires the assessment outcomes of programs and projects within the Directorate.

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

How to Apply: Please contact Simon Tiller on 62059317 for further information on the role. Interested applicants please send the following documents: 1) ACT Government Application Coversheet, including contact details of two referees; 2) Curriculum Vitae; and 3) a two-page statement addressing the Selection Criteria, including key examples to [jobs@act.gov.au](mailto:jobs@act.gov.au) by the closing date.

Contact Officer: Simon Tiller (02) 6205 9317 [simon.tiller@act.gov.au](mailto:simon.tiller@act.gov.au)

## **School Performance and Improvement**

### **North and Canberra Gungahlin**

#### **Jervis Bay School**

#### **School leader C**

**School Leader C \$117,515, Canberra (PN: 15768)**

Gazetted: 11 April 2019

Closing Date: 2 May 2019

Details: Jervis Bay School is looking for a strong and dynamic school leader to join our small team. Experience with and passion for working with Aboriginal and Torres Strait Islander communities is essential, along with a commitment to supporting students with complex needs. The successful person will be able to establish highly effective relationships with all members of our school community including staff, parents, students and external providers. They will undertake an appropriate teaching load and other duties as determined by the principal. This is a wonderful opportunity for the right person.

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

Note: This is a temporary position available from 29 April 2019 until 20 December 2019.

How to Apply: All applicants are to provide a Curriculum Vitae, Application Coversheet and response to the five leadership capabilities provided in the application package with reference to the job description to [jobs@act.gov.au](mailto:jobs@act.gov.au) by the due date.

Contact Officer: Lana Read (02) 6142 0490 [lane.read@ed.act.edu.au](mailto:lane.read@ed.act.edu.au)

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

**Environment, Planning and Sustainable Development**

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

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

**Business, Governance and Capability**

**People and Capability**

**Capability and Performance**

**Learning and Development Advisor**

**Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 39531)**

Gazetted: 12 April 2019

Closing Date: 19 April 2019

Details: This role is located in the People and Capability Branch and supports the organisation through a broad range of strategic human resource management functions that create, foster and grow a culture of high performance, excellence and integrity within our organisation. The Capability and Performance team is responsible for the planning, development and management of programs that enhance the capability of the organisation to meet current and future business requirements. The team coordinates and delivers a range of learning and development programs and initiatives to support operations and build capability across the organisation. The team is also responsible for implementing whole of government frameworks and developing and implementing organisational development strategies focusing on culture, capability and performance. The Learning and Development Advisor plays an important role in developing, designing and delivering training across the organisation, while also contributing to the ongoing review and delivery of current programs. In this hands-on role, you will enjoy using your technical abilities and highly developed communication skills to manage training delivery, including workshop facilitation, procurement of external providers, program administration, marketing and reporting. You'll also participate in maintaining the organisations Learning Management System (LMS) as well as work with a range of stakeholders internally, externally and across government.

Eligibility/Other Requirements: Previous experience in an administrator role (or equivalent) with a Learning Management System. Experience in the LMS Capability advantageous. Preferred Certificate IV in Training and Assessment.

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 email to [jobs@act.gov.au](mailto:jobs@act.gov.au): an Application Coversheet, 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.

Contact Officer: Rory Martin (02) 6207 9585 [rory.martin@act.gov.au](mailto:rory.martin@act.gov.au)

## **Planning, Land and Building Policy**

### **Infrastructure Planning**

#### **Infrastructure Projects Officer**

#### **Infrastructure Officer 2 \$79,919 - \$91,947, Canberra (PN: 09384)**

Gazetted: 16 April 2019

Closing Date: 30 April 2019

Details: The Infrastructure Planning Team within Environment, Planning and Sustainable Development (EPSDD) is seeking a highly motivated person with experience and skills in feasibility investigations, design, procurement and project management related to a range of urban infrastructure including roads, other transport infrastructure, stormwater systems, water supply, sewerage and geotechnical issues. The successful applicant will be working within a small team of technical people within a broader group responsible for strategic planning and investigations related to planning and land development in the ACT.

Eligibility/Other Requirements: Formal Qualifications in Civil/Environmental Engineering or a related technical field would be a distinct advantage.

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 email to [jobs@act.gov.au](mailto:jobs@act.gov.au): an Application Coversheet, a written application addressing the Selection Criteria limiting responses to 350 words per criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Contact Officer: Meagan Cousins (02) 6205 2932 [meagan.cousins@act.gov.au](mailto:meagan.cousins@act.gov.au)

## **Business Governance and Capability**

### **People and Capability**

#### **Capability and Performance**

#### **Learning and Development Support Officer**

#### **Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 37716, expected vacancy)**

Gazetted: 12 April 2019

Closing Date: 26 April 2019

Details: This role is located in the People and Capability Branch and supports the Directorate through a broad range of strategic human resource management functions that create, foster and grow a culture of high performance, excellence and integrity within our Directorate. The Capability and Performance team is responsible for the planning, development and management of programs that enhance the capability of the directorate to meet current and future business requirements. The team coordinates and delivers a range of learning and development programs and initiatives to support directorate operations and build capability. The team is also responsible for implementing whole of government frameworks and developing and implementing organisational development strategies focusing on culture, capability and performance. This position is an integral role in the Capability and Performance team, primarily providing administrative support, design and reporting in maintaining the Learning Management System across our organisation. The role requires an agile thinker with an ability to quickly identify and remedy system issues. You will have exceptional analytic skills which you will apply to user acceptance testing and producing a range of useful training reports. If you like being hands on and have an ability to work both individually and collaboratively within a busy team environment, then this is the role for you. You'll have outstanding organisational skills and a can-do attitude, which will equip you to operate in this multi-faceted role.

Eligibility/Other Requirements: Experience in an administrator role (or equivalent) with a Learning Management System. Experience in the LMS Capability is advantageous.

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 email to [jobs@act.gov.au](mailto:jobs@act.gov.au): an Application Coversheet, 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.

Contact Officer: Rory Martin (02) 6207 9585 [rory.martin@act.gov.au](mailto:rory.martin@act.gov.au)

## **Environment**

### **Parks and Conservation Service**

#### **Biosecurity and Rural Services**

##### **Senior Legal Policy Officer**

##### **Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 40492)**

Gazetted: 11 April 2019

Closing Date: 26 April 2019

Details: Biosecurity and Rural Services is a section within the Parks and Conservation Service that provides technical expertise and coordinates programs across the Directorate on biosecurity, rural land management and livestock production, invasive species and kangaroo population management. It also provides a licensing and compliance capability for the Service. We are seeking a highly experienced and motivated individual to develop a new biosecurity bill for the ACT. This is an exciting opportunity to develop a comprehensive piece of modern legislation from inception to completion. This project will include: coordination and management of resources to ensure the legislation is delivered on time; interaction with Parliamentary Counsel's Office including drafting instructions, reviewing drafts, resolution of issues, final clearances; the preparation of cabinet submissions, briefings, regulatory impact statements and explanatory statements; and liaison with the Justice and Community Safety Directorate on human rights, civil law and criminal law matters and the Treasury Directorate on financial and regulatory impact matters as well as liaison with other ACT Government Directorates.

Eligibility/Other Requirement: A degree in Laws of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Director-General, is appropriate to the duties of the office and experience in the interpretation and development of legislation and legislative instruments is mandatory. Experience in government operations in the legal area is required. Experience in biosecurity or environmental law desirable.

Note: This is a temporary position available immediately for a period of 24 months. This position is available as a full time position OR a part-time position for between three and four days a week. If part time hours are worked the full-time salary noted above will be pro-rata. 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 email to [jobs@act.gov.au](mailto:jobs@act.gov.au): an Application Coversheet, 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.

Contact Officer: Stephen Hughes (02) 6207 2508 [stephen.hughes@act.gov.au](mailto:stephen.hughes@act.gov.au)

## **Business, Governance and Capability**

### **Finance, Information Technology and Assets**

#### **Strategic Finance**

##### **Finance Business Partner**

##### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 03048)**

Gazetted: 15 April 2019

Closing Date: 29 April 2019

Details: Strategic Finance is seeking an enthusiastic, professional and organised person to join our team. Specifically we are seeking a person who is good with numbers, enjoys meeting people, and has a passion for deadlines and a sound understanding of the financial management frameworks within which the ACT Government operates. To be successful in this role the applicant should hold qualifications in accounting or similar professional disciplines preferably with professional certification through either the Chartered Accountant (CA) or Certified Practising Accountant (CPA) professional associations or be able to demonstrate progress toward same. The role



advertised is a 'Finance Business Partner', primarily a Management Accountant responsible for the delivery of internal and external budgeting and reporting activities to meet the needs of the Directorate's senior executives and line area managers. The position is responsible for the provision of sound accounting advice relevant to the expenditure and revenue raising activities of the Directorate and for conducting variance analyses and account reconciliations to inform decision makers of progress against agreed financial performance parameters.

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

How to Apply: A statement of claim addressing each of the Selection Criteria (350 words per criteria) relevant to the position being applied for must accompany the Application Coversheet, as should a brief resume. Please forward your application to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Gary Spencer (02) 6207 6339 [gary.spencer@act.gov.au](mailto:gary.spencer@act.gov.au)

## **Sustainability and the Built Environment**

### **Planning Delivery**

#### **Impact Assessment and Business Improvement**

#### **Assistant Director, Strategic Assessments**

#### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 43286)**

Gazetted: 15 April 2019

Closing Date: 29 April 2019

Details: The Planning Delivery Division is seeking an experienced Manager to coordinate the implementation of and reporting on commitments of strategic assessments under the *Environment Protection and Biodiversity Conservation Act 1999 (Cth)*. The successful candidate will have excellent organisation and communication skills. You will also have excellent writing skills and the ability to produce written reports, briefs and Cabinet submissions. We are seeking a creative thinker who is able to contribute to a culture of continuous improvement and to find effective solutions to administrative processes. The successful candidate will also require a well-developed understanding of the planning context in the ACT and have the ability to provide advice on and assess development proposals within strategic assessment areas. You will also take pride in being a representative of the Division and engage with other government agencies, the development industry and community groups. If this sounds like you and you enjoy working in a fast-paced area with a focus on teamwork, then we would like to hear from you.

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 email to [jobs@act.gov.au](mailto:jobs@act.gov.au): an Application Coversheet, 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.

Contact Officer: James Bennett (02) 6205 4877 [jamesp.bennett@act.gov.au](mailto:jamesp.bennett@act.gov.au)

## **Health**

**Selection documentation for the following positions may be downloaded from**

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

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

### **Clinical Services**

#### **Medicine**

#### **Clinical**

#### **Hospital in The Home**

#### **Staff Specialist Band 1-5**

#### **\$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: 43835)**

Gazetted: 18 April 2019

Closing Date: 25 April 2019

Overview of the work area and position: Canberra Health Services Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Hospital in the Home (HITH) is a service that substitutes inpatient care delivering acute treatments by health care professionals in the patient's home, residential care facility, community setting or in the HITH unit. The service allows for treatment in the patient's usual place of residence reducing or eliminating an inpatient stay in a hospital facility. The critical feature of HITH is that the care provided is a true substitute for acute and sub-acute inpatient care, with the patient still classified as an inpatient. HITH is a service delivered 24/7 with on-call provisions after hours. The ACT Government has committed significant funds over the next several years to support staff and expand the Hospital in the Home (HITH) program. This includes developing and embracing new models of care to provide services to a broader cohort of patients along with introduction of new technologies to support integrated care. The HITH service sits within the General Medicine governance structure that allows, for example, after-hours on-call to be shared with General Physicians and opportunities to take part in an established teaching, training and quality review program. Under broad direction of the Director of General Medicine, you will provide a leadership role and medical services for the delivery of HITH services. The HITH Specialist will work in a multidisciplinary clinical environment with a team of nursing, allied health and medical staff, including medical registrars and will be expected to be involved in education and training of medical students and junior medical staff (including physician trainees). There are opportunities to undertake research and quality assurance projects. 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 \$271,494 - \$359,948

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Minimum of two years post-fellowship experience, with qualifications awarded by a specialty college recognised by AHPRA applicable to the delivery of acute and complex medical care in the hospital and community setting or equivalent specialist qualifications. Be registered under the Working for Vulnerable People Act. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

Note: This is a temporary full time / part time position for 5 years. Job share will be considered.

Contact Officer: Jacqui Taylor, Executive Director Medicine (02) 5124 3603 jacqui.taylor@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, Level 3, 4 Bowes Street PHILLIP ACT 2605

## **Clinical Services**

### **Clinical Services**

#### **Imaging**

#### **Radiologist Medical Imaging**

#### **Staff Specialist Band 1-5**

**\$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: 43260)**

Gazetted: 18 April 2019

Closing Date: 25 April 2019

Overview of the work area and position: Applications are invited for the above specialist position from suitably qualified medical graduates with Fellowship of the relevant Australian Medical Specialist College (FRANZCR) or equivalent, who are eligible for medical specialist registration with the Australian Health Practitioner's Regulation Agency. Duties include provision of clinical services, participation in the on call roster, and teaching of undergraduate and postgraduate students. A commitment to teaching, research, clinical review and quality assurance is required. The Medical Imaging Department is a fully integrated facility including Breast Imaging services, MRI, CT, Ultrasound, Nuclear Medicine, PETCT and The Interventional Radiology section has two state of the art interventional suites with a complex and interesting workload. The Department has nineteen salaried staff specialists, 16 accredited Registrar training positions including one interventional fellow. The preferred applicant will be offered a conjoint appointment with The Australian National University at an academic level commensurate with the applicant's qualifications and experience. The academic appointment will be held for the duration of the

ACT Health appointment and will be subject to regular performance reviews. No remuneration is attached to the University position. The appointee will be responsible to the Clinical Director of Medical Imaging at the Canberra Hospital. Experience and qualifications in either Interventional Radiology (able to perform both Tier A & B procedures) and / or Paediatric Radiology would be in particular desirable to meet the current and future demands of our community and department. A Sub-speciality area of expertise in interventional Radiology would also be highly desirable. 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 salary package value of between: \$253,396 - \$341,850 (\$253,396 - \$312,366 Specialist 1-5 only) inclusive of salary, applicable allowances and 10.5% super. In addition a generous private practice scheme payment ranging from \$212,292 - \$331,728 based on salary and applicable allowances is available.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand College of Radiologists / Physicians or equivalent specialist qualifications. Eligibility for a Medicare provider number. Be registered under the Working for Vulnerable People Act. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

Contact Officer: Dr Charles Ngu (02) 5124 2528 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

## **Clinical Services**

### **Women Youth and Children**

#### **Women and Babies**

#### **Senior Obstetric Clinical Lead, Maternity Transfers Redesign Model for NSW/ACT**

#### **Staff Specialist Band 1-5**

**\$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: 42794)**

Gazetted: 18 April 2019

Closing Date: 25 April 2019

Overview of the work area and position: This position will be suitable for a Staff Specialist/Senior Staff Specialist to be based at the Centenary Hospital for Women and Children, Canberra. To provide advice, assist to coordinate high risk maternal transfers and have detailed knowledge of service capabilities of all facilities within its own Tiered Maternity and Neonatal Network (TMNN) and the ability to negotiate with other TMNNs as required. Provide leadership and clinical expertise to clinicians within the TMNN. This Clinical Lead will be required to engage with key stakeholders within its own TMNN, with other TMNN clinical leads across NSW / ACT and with NSW Ministry of Health partners and demonstrate proven effective management of the implemented maternal transfers redesign model. The role will be pivotal in implementing the revised Tiered Network Policy Directive, the Threatened Preterm Labour Clinical Guideline and will be the key contact for the revised Perinatal Advice Line service for its TMNN. 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 \$271,494 - \$359,948 Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) or equivalent specialist qualifications. Be registered under the Working for Vulnerable People Act. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Note: This is a Temporary part time position for 4 years at 16 hours per week.

Contact Officer: Associate Professor Boon Lim (02) 5124 7591 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

## **Justice and Community Safety**

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

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

### **Emergency Services Agency**

#### **People and Culture**

#### **Emergency Services Agency Training**

#### **Training Design and Development**

#### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 07907)**

Gazetted: 17 April 2019

Closing Date: 1 May 2019

Details: The Emergency Services Agency (ESA) comprises the ACT Ambulance Service, ACT Fire and Rescue, the ACT Rural Fire Service, the ACT State Emergency Service and ESA Support Services. ESA Training supports the agency ensuring training is contemporary, compliant and safe. ESA Training is looking for an enthusiastic and creative person to work collaboratively with all areas of the agency as the Training Design and Development Officer. The successful applicant will have a sound knowledge of, and experience in the Vocational Education and Training (VET) environment. They will possess the skills and attributes to work collaboratively with others, including subject matter experts to design and develop training programs. The successful applicant will use their excellent communication skills to organise and coordinate cross-service training activities. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Certificate IV in Training and Assessment or higher qualification is mandatory.

Experience working in the VET environment is mandatory for this role. Driver's licence is essential.

How to Apply: Please provide your resume, Application Coversheet and a two page pitch addressing the following questions: 1) When have you worked collaboratively with stakeholders/clients to achieve a goal; 2) When have you used your knowledge of the VET sector to improve training practices for your workplace/clients? Those invited to interview will be asked to provide a work sample of a VET training product they have developed. If a work sample cannot be provided, applicants will be asked to prepare a short presentation outlining a VET product they have developed. In your pitch, you will incorporate how you meet the Behavioural Capabilities, Professional/Technical Skills and Knowledge components of the role. All applications are to be sent to [jobs@act.gov](mailto:jobs@act.gov).

Contact Officer: Mark Harriott (02) 6207 3964 [mark.harriott@act.gov.au](mailto:mark.harriott@act.gov.au)

### **ACT Corrective Services**

#### **Community Corrections and Release Planning**

#### **Community Operations**

#### **Administrative Assistant**

#### **Administrative Services Officer Class 4 \$69,422 - \$75,169, Canberra (PN: 49900, several)**

Gazetted: 16 April 2019

Closing Date: 30 April 2019

Details: ACT Corrective Services (ACTCS) are seeking motivated and conscientious people to fill the positions of Administrative Assistants, Administrative Services Officer 4 (ASO4) within Community Operations. Administrative Services work closely with Community Corrections and Release Planning staff and managers, providing administrative and clerical support across a range of branch business units. The successful candidates will be the first point of contact at reception and on the telephone. You will be interacting with offenders in the community on a daily basis, delivering quality customer service in a high volume work environment. The successful candidates will also liaise with the Court and interpret complex information in Court documents in order to maintain systems that support workflow and compliance. Further to this, you will supervise and monitor offenders undertaking community service work and maintain records and reports to the Court in relation to progress and non-compliance. You will also manage manual and computerised records, accurately and securely, ensuring accessibility and confidentiality are maintained. To be successful, you will have the ability to think and act in a busy environment, possess excellent customer service and communication skills and a demonstrated ability to manage personal work priorities. 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: Applicants must have a current Driver's Licence. The successful candidate may be required to undergo a 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: Applicants may be required to undertake psychological aptitude testing as part of the assessment process.

How to Apply: Applicants are required to submit five items: 1) ACT Government Application Coversheet; 2) statement of claims against specified Selection Criteria; 3) a current resume; 4) the names and contact details of two referees (one should be a current Supervisor/Manager); and 5) a copy of your current Driver's Licence. Please ensure you submit all five items to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Peter Kenna (02) 6207 1560 [peter.kenna@act.gov.au](mailto:peter.kenna@act.gov.au)

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

### **Security and Emergency Management Branch**

#### **Executive Branch Manager, Security Emergency Management Branch**

**Executive Level 1.4 \$237,513 - \$247,667 depending on current superannuation arrangements, Canberra (PN: E352)**

Gazetted: 12 April 2019

Closing Date: 1 May 2019

Details: ACT Justice and Community Safety Directorate are seeking applications for a long term, five year contract to fill the position of Executive Branch Manager, Security and Emergency Management.

The Executive Branch Manager leads the Security and Emergency Management Group and is responsible for the development of strategic policy on whole-of-government issues including protective security, public safety and critical infrastructure protection, emergency management and counter-terrorism. The Executive Branch Manager is also responsible for Government crisis arrangements and the ACT Government Public Safety Closed Circuit Television (CCTV) system.

The position reports to the Deputy Director-General, Community Safety and works closely with the Emergency Services Agency Commissioner. The role provides high-level advice, briefings, reports and correspondence to the Senior Executive, the Minister and Cabinet. The incumbent is required to possess a high degree of sensitivity and confidentiality, as well as dynamic and flexible approach to tight deadlines and activities.

Eligibility/Other Requirements: This position is a Designated Security Assessment Position and the successful candidate is required to have a security clearance (NEGVET1 –Secret).

Remuneration: The position attracts a remuneration package ranging from \$238,474 to \$248,167 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$184,627. From 1 July 2019, the remuneration package will increase, ranging from \$250,538 to \$260,803 depending on current superannuation arrangements of the successful applicant, which includes a cash component of \$195,520 (see Remuneration Tribunal Determination 2 of 2019).

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: Applicants are required to address the selection criteria in two pages, providing details of their relevant experience and skills, with consideration of the executive capabilities, to undertake the duties and responsibilities outlined above, a copy of current CV and the name and contact details of two referees to [jobs@act.gov.au](mailto:jobs@act.gov.au) no later than close of business 01 May 2019.

Contact Officer: Virginia Hayward, [virginia.hayward@act.gov.au](mailto:virginia.hayward@act.gov.au) (02) 6205 5132.

### **Corporate**

#### **ICT Capital Works and Infrastructure**

##### **Sustainability Manager**

**Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 40231)**

Gazetted: 16 April 2019

Closing Date: 30 April 2019

Details: Under limited direction, the Sustainability Manager will enable the Justice and Community Safety (JACS) Directorate to achieve carbon neutrality, implement various measures for Resource Management and to support Environmentally Sustainable Development (ESD) across its property portfolio. The Sustainability Manager will develop and implement JACS Sustainability Plan, aligned to the Carbon Neutral ACT Government Framework. The Sustainability Manager will have sound communication skills and build relationships across the directorate and Whole of Government to deliver sustainable solutions/projects, enabling JACS to achieve environment targets across our business services, operations and our assets. This position will drive value for money energy supply upgrades with a return on investment over the life of the infrastructure and assets and embed sustainability principles into our business.

Eligibility/Other Requirements: A current Driver's licence is essential.

How to Apply: Please submit your Application Coversheet, a one to two page pitch addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities and a Curriculum Vitae including the name and contact details of two referees to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Melissa Tierney (02) 6205 3196 [melissa.tierney@act.gov.au](mailto:melissa.tierney@act.gov.au)

## **ACT Corrective Services**

### **Executive Services**

#### **Executive Support and Governance**

##### **Manager Strategic Policy**

##### **Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 33906)**

Gazetted: 11 April 2019

Closing Date: 25 April 2019

Details: ACT Corrective Services (ACTCS) is seeking an experienced, highly motivated person to fill the role of Manager Strategic Policy Senior Officer Grade B (SOGB), within the Executive Support and Governance Unit. The successful applicant will manage the work and staff of the Strategic Policy team to ensure it effectively and efficiently provides services to ACTCS business units. You will also develop strategic policies, frameworks and strategies based on best practice principles for consideration by ACTCS executives. In addition, you will use project management practices to effectively manage strategic projects and reviews to improve service delivery across ACTCS. You will also provide advice to the Executive Director and business unit heads on issues relating to service enhancement and improvement.

Further to this, the successful applicant will liaise with internal and external stakeholders including interstate jurisdictions, organisations and community groups, and represent the agency at meetings, working groups and conferences, as required. To be successful, you will demonstrate significant experience in leadership, promote diversity through inclusive leadership, and uphold and support values and principles of the public service and contribute positively to workplace safety. 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.

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

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

Contact Officer: Ximena Nikias (02) 6207 3979 [ximena.nikias@act.gov.au](mailto:ximena.nikias@act.gov.au)

## **Strategic Finance**

### **Senior Management Accountant**

##### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 43778)**

Gazetted: 17 April 2019

Closing Date: 1 May 2019

Details: Strategic Finance is seeking a motivated, well organised person who can work independently and as a team member to effectively perform the role and functions of Senior Management Accountant. They should possess a good understanding and have experience in public sector budget processes and financial frameworks, management accounting skills, excellent analytical ability and are client focused with high-level communication skills. Strategic Finance is responsible for the analysis of current and emerging economic and financial issues, assisting in the development of the Directorate's budget strategy and specific budget proposals, providing advice on financial performance and trends, and assisting managers with business specific financial needs. Strategic

Finance also undertake day-to-day accounting, management reporting and analysis on capital and operating expenditure, performance indicator reporting, and other reporting activities to meet the needs of agencies and external reporting obligations. The successful applicant will be required to: assist in the development and coordination of the Directorate's annual financial statements and budget process; undertake financial analysis and budget costings; financial and performance management reporting and forecast; assist in ensuring compliance with Treasury guidelines, statutory reporting and other legislation requirements and timeframe; and liaise and negotiate with other agencies as required.

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

How to Apply: Interested applicants should provide a written pitch of no more than one page addressing the Selection Criteria, detailing relevant experience and their motivation for the role. A current resume and Application Coversheet should also be provided. All enquiries regarding the role can be directed to the Contact Officer. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Dean Browne (02) 6205 4013 [dean.browne@act.gov.au](mailto:dean.browne@act.gov.au)

## **ACT Corrective Services**

### **Corporate Services**

#### **Facilities Management Unit**

#### **Fire Protection Manager**

#### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 32029)**

Gazetted: 12 April 2019

Closing Date: 29 April 2019

Details: ACT Corrective Services (ACTCS) is seeking a highly experienced and motivated person to fill the position of Fire Protection Manager Senior Officer Grade C (SOGC). As a part of Facilities Management unit, the Fire Protection Manager is responsible for the establishment, management, refinement and ongoing administration of various fire services, evacuation and associated systems contracts and equipment within ACTCS. The successful candidate will provide high level advice on fire systems, Ensure compliance with Australian Standards (AS), the Building Code of Australia (BCA) as well as local regulations. You will also assist in the establishment and development of fire system contracts and Memorandum of Understandings (MoU) as per Government procurement processes. Further to this, you will review, monitor and support maintenance related activities and assess contractor claims for services, including any that may fall outside the contract provisions. Also review, monitor and approve maintenance contract deliverables (e.g. testing reports, fault rectifications reports etc.). In addition, you will conduct regular meetings with the stakeholders and service providers and provide regular updates to the Head of Facilities Management, monitor and review fire system performance, as an input to assessing the general effectiveness of the preventative maintenance undertaken. 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: It is highly desirable for applicants to hold qualifications in one or more of the following areas:

- Electrical and telecommunication.
- Fire protection.
- Fire system design.
- Fire science/engineering.
- Firefighting operations (public/community safety).
- Project management.

Eligible applicants will be required to:

- Demonstrate significant experience within the fire industry.
- Hold a current driver's licence, and a willingness/ability to drive within ACT, is essential.
- Undergo a police check.
- Undertake and complete ACT Corrective Services induction and/or custodial training as required.

It is desirable for applications to have:

- Experience in liaison and negotiation with the public and private sector.
- Experience in contract management.

- Experience in government procurement.
- Experience working within a custodial or secure environment.

Note: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). Eligible applicants may be required to undertake psychological aptitude testing as part of the assessment process. The occupant of this position may be required to: Undertake parts of the duties outside normal business hours; work a rotating on call roster; and provide backfill support to the Facilities Maintenance unit.

How to Apply: Applicants are required to submit five items: 1) ACT Government Application Coversheet; 2) statement of claims against specified Selection Criteria; 3) a current resume; 4) the names and contact details of two referees (one should be a current Supervisor/Manager); and 5) a copy of your Driver's Licence. Please ensure you submit all five items to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Craig Batten (02) 6207 6770 [craig.batten@act.gov.au](mailto:craig.batten@act.gov.au)

### **ACT Human Rights Commission**

#### **Discrimination, Health, Disability and Community Services Commissioner**

##### **Senior Conciliator and Review Officer**

##### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 11395)**

Gazetted: 12 April 2019

Closing Date: 22 April 2019

Details: The ACT Human Rights Commission seeks to fill a temporary position within the Health, Discrimination, Disability and Community Services Commissioner's complaints team. The Commission is looking for an analytical, solutions-focused and resilient person to be responsible for managing a caseload of complex complaints, including investigation and conciliation in the areas of discrimination, health services, disability and community services and services for children and young people. This position also involves undertaking policy and project tasks and community education and engagement. 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: Appropriate tertiary qualifications in a legal or health field would be desirable.

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

How to Apply: Provide resume, completed application form and a response should be made to each individually numbered Selection Criteria. Examples are included to assist applicants to address the selection criteria. Please limit your response to a maximum of two pages in total. Applications should be forwarded to: [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Alison Murley (02) 6205 4102 [alison.murley@act.gov.au](mailto:alison.murley@act.gov.au)

### **Transport Canberra and City Services**

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

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

#### **Chief Operating Officer**

##### **Governance and Ministerial Services**

##### **Boards and Committees**

##### **Business Coordinator, ACT Veterinary Surgeons Board**

##### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 35636)**

Gazetted: 16 April 2019

Closing Date: 30 April 2019

Details: The Governance and Ministerial Services Branch is seeking expressions of interest from highly motivated and committed people to fill the role of Business Coordinator. The role sits within the Boards and Committees section and provides support to the Assistant Director, Boards and Committees. This includes undertaking administrative functions, assisting the section management with daily operations including assisting with any



matters requiring an immediate or urgent response. The administrative functions include: data entry, accounts receivable/payable, undertake recording of meeting minutes and other duties as directed. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please review the attached Position Description and apply by emailing the following documents to [jobs@act.gov.au](mailto:jobs@act.gov.au); a completed Application Coversheet; your current resume; the name and contact details of two referees and a written response to support your application (no more than four pages). Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities as required.

Contact Officer: Vilma Bell (02) 6207 0134 [vilma.bell@act.gov.au](mailto:vilma.bell@act.gov.au)

## **City Services**

### **Roads ACT**

#### **Road Maintenance**

##### **Road worker**

##### **General Service Officer Level 5/6 \$54,363 - \$59,829, Canberra (PN: 01857, several)**

Gazetted: 17 April 2019

Closing Date: 8 May 2019

Details: The Road Maintenance team are seeking suitable candidates who, under general direction from the Works Supervisor, will carry out general road maintenance duties within a road maintenance crew. Duties include asphalt operations, pavement marking, sign maintenance, pothole repair, traffic control and operation of a range of road maintenance plant and equipment.

Eligibility/Other Requirements: Applicants are required to be able to work in a manual handling environment.

Note: There are several temporary positions available for a period of 12 months with the possibility of extension and/or permanency. These positions may include compulsory component of shift work (morning/evening shift).

This will allow flexibility in the delivery of services. Selection may be based on application and referee reports only.

How to Apply: Candidates should submit a supporting statement, of not more than two A4 pages, outlining their experience and suitability against the Selection Criteria. Please attach a current resume which includes qualifications, employment history and the contact details for at least two referees as well as an Application Coversheet.

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

Contact Officer: Niklas Gansel (02) 6205 3167 [niklas.gansel@act.gov.au](mailto:niklas.gansel@act.gov.au)

## **City Services**

### **Roads ACT**

#### **Infrastructure Planning**

##### **Director, Infrastructure Planning**

##### **Infrastructure Manager/Specialist 3 \$174,951, Canberra (PN: 25027)**

Gazetted: 17 April 2019

Closing Date: 3 May 2019

Details: Roads ACT are seeking a dynamic, motivated leader for the infrastructure Planning Team. The role is responsible for the management of the day-to-day operations of the Infrastructure Planning section which is accountable for the planning, coordination and development of City Presentation and Roads assets including 'hard' assets such as roads and stormwater as well as 'soft' assets such as urban open space and the urban forest. This position provides general support to City Presentation and Roads ACT executives on matters including budget and finance and provides technical advice to government, the Directorate and external agencies.

Note: This is a permanent position with the expectation that commencement date will be in June 2019. Selection may be based on application and referees reports only. This position will be moving into a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a written response to the selection criteria, a current Curriculum Vitae including the contact details of at least two referees and a completed Application Coversheet to [jobs@act.gov.au](mailto:jobs@act.gov.au). Please provide evidence of your suitability for the role by including examples of your past experience, which clearly demonstrates your relevant skills, knowledge and behavioural capabilities.

Contact Officer: Bronwen Duke (02) 6207 5763 [bronwen.duke@act.gov.au](mailto:bronwen.duke@act.gov.au)

### **Suburban Land Agency**

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

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

#### **Finance**

#### **Management**

#### **Senior Management Accountant**

#### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 19185, several)**

Gazetted: 17 April 2019

Closing Date: 24 April 2019

Details: Exciting opportunities exist within one of the ACT Government's most interesting agencies. The diverse role of Senior Management Accountant offers a unique opportunity to work in a hybrid commercial and government setting. The Suburban Land Agency is going through a period of change and is looking to bolster its capability in the Finance, Valuations and Systems team. We are looking for finance professionals who enjoy a fast paced, dynamic environment. This is a great opportunity for experienced Management Accountants who are comfortable working in a project accounting environment. It is essential that you have well developed communication skills with a strong focus on stakeholder management. If you are a confident professional who is capable of multi-tasking and thrives on challenges, we would like to hear from you.

Eligibility/Other Requirements: The ideal candidate will be degree qualified in a related field and it is desirable that the role occupant has completed or has substantial progression towards CPA/CA membership. Demonstrated experience with in-depth financial analysis and internal budget reporting.

Note: There is a temporary position until 1 December 2019 and a permanent position available. Selection may be based on application and referee reports only. An order of merit may be established to fill future vacancies at level over the next 12 months. 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 email to [jobs@act.gov.au](mailto:jobs@act.gov.au): an Application Coversheet, 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.

Contact Officer: Lauren Callaghan (02) 6207 6872 [Lauren.Callaghan@act.gov.au](mailto:Lauren.Callaghan@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](mailto:jobs@act.gov.au)**

#### **Clinical Services**

#### **Central Regional Team**

#### **Women, Youth and Children Community Health Program**

#### **Schools Clinical Nurse Consultant**

#### **Registered Nurse Level 3.2 \$119,122, Canberra (PN: 27093)**

Gazetted: 18 April 2019

Closing Date: 2 May 2019

Details: About us

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.

The Central Regional Team sits in the Division of Women, Youth and Children, Community Health Programs and delivers a range of primary health care community-based services to children, families and schools. Canberra Health Service 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 Schools Clinical Nurse Consultant is responsible for the clinical leadership of the School Youth Health Nurse and the Healthcare Access at School (HAAS) Programs.

School Youth Health Nurse Program

This program assists young people in high schools to make a safe transition into adulthood while laying the 'foundations' for health promoting behaviours and attitudes, which will continue through their life span. The School Youth Health Nurse works with a preventative focus including early identification, brief intervention and harm minimisation activities. The nurse is often the first point of contact for young people, their families and school community members seeking information, advice and support in health matters. For issues requiring treatment or intensive counselling, they play an important role in providing referral for clients to the relevant agencies and the school counsellor.

Healthcare Access At School (HAAS)

HAAS provides nurse-led care to students with complex or invasive health care needs while they are at an ACT public school from pre-school through to college. This is a partnership with the Education Directorate. The Registered Nurse (RN) completes a full health needs assessment and develops a healthcare plan in partnership with the parents and other health providers as needed. School staff are then trained in the health tasks that are required in order for the student to attend school safely and are assessed by the RN as competent. The RN provides ongoing support to the student, school and parents.

Eligibility/Other Requirements:

Mandatory:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).  
Comprehensive experience in adolescent, paediatric, and/or school health nursing  
Must hold a current driver's licence.

Desirable:

Tertiary qualifications in Child and/or Youth Health or in a related and relevant area of nursing

Family Partnership training

Clinical experience and or qualifications in any or all of the following nursing speciality areas; Sexual Health, Mental Health, Paediatrics, Adolescent Health

Primary Health experience in a community setting

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

Undergo a pre-employment Police check.

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

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

Note:

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

Contact Officer: Julie Irving (02) 5124 1631 julie.g.irving@act.gov.au

## **Clinical Services**

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

#### **Paediatrics**

##### **Clinical Development Nurse Paediatrics**

**Registered Nurse Level 2 \$91,910 - \$97,413, Canberra (PN: 03942)**

Gazetted: 18 April 2019

Closing Date: 2 May 2019

Details: About us

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.

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 Canberra Health Services include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities.

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

Women, Youth and Children Community Health Programs delivers a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered by a multidisciplinary team ensuring optimum health outcomes.

Overview of the work area and position:

The Paediatric Service at the Centenary Hospital for Women and Children provides holistic, evidence based quality care and advocacy for children and adolescents from the ACT and surrounding areas utilising our service for acute and chronic health needs

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

We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Paediatrics. As a Clinical Development Nurse, together with the team of Clinical Development Nurses (2 FTE) and Clinical Support Nurses, you will support nursing staffs' professional development in paediatrics to achieve excellence in clinical practice, standards of care and improved outcomes throughout the patient journey. CDN support and education will be provided across morning and evening shifts, five days a week (Monday-Friday).

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Certificate IV in Workplace Training and Assessment

Postgraduate qualification in paediatric nursing and/or clinical education

Please note 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

Note:

This is a temporary part-time position available for a period of 12 months at eight hours per week and the full-time salary noted above will be paid pro rata.

Contact Officer: Sue Wrigley (02) 6142 6162 sue.wrigley@act.gov.au

## **Clinical Services**

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

**Opioid Treatment Service**

**Aboriginal and Torres Strait Islander Alcohol and Other Drugs (AOD) Counsellor**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 38438)**

Gazetted: 18 April 2019

Closing Date: 2 May 2019

Details: About Us

Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work.

Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

CHS is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of CHS's Quality Strategy and government priorities, and aligning them with CHS's Territory Wide Services Framework.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services.

The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities.

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

Mental Health, Justice Health and Alcohol and Drug Services provides health services directly and collaboratively with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Person and carer participation is encouraged in all aspects of service planning and delivery.

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:

- Alcohol and Drug Services
- Adult Acute Mental Health Services
- Rehabilitation and Speciality Mental Health Services
- Adult Community Mental Health Services
- Child and Adolescent Mental Health Services
- Justice Health Services
- Dhulwa Mental Health Unit

Overview of the work area and position

The Alcohol and Drug Service is a multidisciplinary service within CHS providing a range of specialist services for people affected by alcohol and other drug use. The Police and Court Drug Diversion Service, is a contemporary, evidence based service providing high quality care, guided by principles of harm minimisation.

This is a free outpatient government service that provides counselling and a range of psycho- educational and therapeutic groups to Aboriginal and Torres Strait Islander people seeking assistance with hazardous or harmful alcohol and other drug use as well as substance abuse and substance disorders.

Clinicians work in a client centred and collaborative way with people that respects their experience, expertise, perceptions, goals and cultural background. Client centred care appreciates that people have the right to set their own goals, draw their own conclusions and make their own choices about treatment.

Eligibility/Other Requirements

Mandatory:

For Social Work:

Degree in Social Work

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

Be registered under the Working for Vulnerable People Act 2011.

Applicants must have a minimum of three years (ideally five years) post qualification experience.

For Psychology:

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

Applicants must have a minimum of three years (ideally five years) post qualification experience.

Desirable for Psychology:

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

For Counselling:

Eligible qualification pathways

Pathway 1:

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

- (i) Minimum three-year 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 Bachelor of Counselling degree via a PACFA or ACA accredited course. AND

- (i) 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.

For both pathways:

- Demonstrated evidence of eligibility for listing on ARCAP as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3.
- Minimum of 12 months paid professionally relevant workplace experience
- Experience and/or training in providing supervision

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment Police check.
- Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes

This is a temporary position available until 30 June 2019 with the possibility of extension. This is a designated position and is only open to Aboriginal and/or Torres Strait Islander people, in accordance with *s42, Discrimination Act 1991*. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. This position may be required to participate in an overtime, on call and/or rotation roster.

Contact Officer: Daniel Panozzo (02) 5124 8349 [daniel.panozzo@act.gov.au](mailto:daniel.panozzo@act.gov.au)

## **Clinical Services**

### **Executive Director of Medical Services**

#### **Medical Roster Officer**

#### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 11914)**

Gazetted: 18 April 2019

Closing Date: 2 May 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.

Overview of the work area and position

MOSCETU has responsibility for:

The process for credentialing and defining the scope of clinical practice of senior doctors and dentists seeking an appointment or re-appointment to a public health facility in the ACT and the process for the management of a complaint or concern about the clinical competence of a senior doctor or dentist working in a public health facility in the ACT.

The unit also manages the work of the ACT Health Medical and Dental Appointments Advisory Committee (MDAAC). It also provides ad-hoc clinical governance advice to the Chief Medical Administrator, MOSCETU, Deputy Director-General, Canberra Hospital and Health Services and Director-General of ACT Health; The development, co-ordination, management and facilitation of the Junior Medical Officer Education and Training Program; and

Manage the recruitment, rostering and administration related to the Junior Medical workforce.

Under broad direction from the Director MOSCETU you will provide leadership and direction to the Medical Rostering Team, to ensure efficient, reliable and high quality rostering, administrative and support services to the Junior Medical workforce of Canberra Hospital and Health Services (CHHS). Provide financial accountability and FTE governance over the JMO cohort of CHHS.

Eligibility/Other Requirements

*Desirable:*

Previous rostering experience in a public hospital environment.

Strong oral and written communication skills

Microsoft database training and/or experience

Well-developed time management skills

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

Undergo a pre-employment Police check.

Contact Officer: Robyn Hughes (02) 5124 4116 robyn.hughes@act.gov.au

## **Clinical Services**

### **Renal Medicine**

#### **Research Officer**

#### **Research Officer Grade 2 \$69,422 - \$75,169, Canberra (PN: 29875)**

Gazetted: 18 April 2019

Closing Date: 2 May 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.

Overview of the work area and position

The successful applicant will develop, and coordinate research trials undertaken by the

Department of Renal Medicine, establish and maintain the research component of the

Renal Unit Intranet Database. They will have a demonstrated ability in undertaking and

managing research projects in the health arena together with sound analytical ability and high-level organisation

skills. Computing skills are essential.

Eligibility/Other Requirements:

Mandatory:

Relevant tertiary level nursing qualification or science degree.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Desirable:

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

Strong organisational skills with a high degree of drive

The ability to work in a multi-disciplinary team environment  
The ability to effectively communicate with a diverse range of people

Note:

This is a temporary part-time position available for a period of two years at 20 hours per week and the full-time salary noted above will be paid pro rata. Selection may be based on application and referee reports only.

Contact Officer: Girish Talaulikar (02) 5124 2821 girish.talaulikar@act.gov.au

## **People and Culture**

### **Expenditure Review**

### **Employment Services**

#### **Assistant Recruitment Officer**

#### **Administrative Services Officer Class 3 \$62,530 - \$67,296, Canberra (PN: 30408)**

Gazetted: 18 April 2019

Closing Date: 2 May 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 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. Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.

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

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

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.

Canberra Health Services is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work.

Overview of the Work Area and Position

The People and Culture Branch is responsible for strategic and operational management, ensuring the effective and efficient operation of strategic people management advice, policy and programs across ACT Health.

Under broad direction, you will play a key role in providing day to day recruitment support and advice to managers and staff across ACT Health on all matters relating to recruitment and establishments.

Eligibility/Other Requirements

*Desirable:*

Knowledge or experience with an e-recruitment system

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

Undergo a pre-employment Police check.

Note

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

Contact Officer: Stella Barnes (02) 5124 9602 stella.barnes@act.gov.au

## **Clinical Services**

### **Nursing Administration**

#### **Administrative Support Officer**

#### **Administrative Services Officer Class 3 \$62,530 - \$67,296, Canberra (PN: 13264)**



Gazetted: 18 April 2019

Closing Date: 2 May 2019

Details: About us

Canberra Health Services is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work.

Overview of the work area and position

The Nursing and Midwifery Bank Office under Clinical Support Services is seeking a highly motivated, suitably experienced and enthusiastic Administrative Support Officer to be a part of their team. Applicants who have excellent communication skills, are highly organised and have the ability to prioritise their workload in a busy and often demanding work environment are invited to apply.

Eligibility/Other Requirements:

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

Contact Officer: Jenny Hegarty (02) 5124 2915 jenny.hegarty@act.gov.au

## **Clinical Services**

### **Cancer Ambulatory and Community Health Support**

#### **Ambulatory Care**

##### **Intake Customer Service Officer**

##### **Administrative Services Officer Class 2/3 \$55,189 - \$67,296, Canberra (PN: 20266, several)**

Gazetted: 18 April 2019

Closing Date: 25 April 2019

Details: About us

Canberra Health Services is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work.

Overview of the work area and position

Intake Services is a dynamic team of dedicated administrative and nursing staff who manage and coordinate referrals and bookings for services across ACT Health. The busy service handles 15,000 telephone calls and 2000 referrals a month. The Service is proud of its high levels of customer service and its role as the primary access point for ACT Health services.

An exciting opportunity exists to join the dynamic, customer focused Intake team, providing appointments and information on ACT Health Intake Services to members of the public over the telephone and via email. The successful applicants will be working as part of a team in a busy call centre environment. They will need to effectively communicate with callers and actively contribute to the achievement of key performance indicators.

Eligibility/Other Requirements

Desirable:

Applicants will ideally have previous experience working in a busy customer service environment and possess. Excellent customer service skills.

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

Written skills with attention to detail.

Strong organisational skills and ability to prioritise and meet deadlines.

Capacity to work well within a team.

A high level of personal integrity and discretion.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note

This is a permanent vacancy. A phone and face to face interview may be conducted along with testing for attention to detail as part of the Selection Process. This position will be filled at either the Administrative Services Officer Level 2 (ASO2) or Administrative Services Officer Level 3 (ASO3) level, dependent on the skills and experience of the successful applicant. An order of merit list may be established to fill future vacancies at level over the next 12 months.

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

**Clinical Services**

**Pathology**

**Haematology**

**Technical Officer**

**Technical Officer Level 1 \$54,720 - \$57,369, Canberra (PN: 42944, several)**

Gazetted: 18 April 2019

Closing Date: 2 May 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.

Overview of the work area and position

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

The Haematology department provides vital, accurate and timely results as well as blood and blood products to critical care and routine hospital patient. The laboratory is a tertiary facility doing highly complex time consuming investigations in the areas of Haemostasis, Immunophenotyping, Bone Marrow Transplant, Haematology, Morphology and Transfusion on difficult patients with a wide range of co-morbidities. The TCH laboratory is also responsible for the supervision of the Haematology component of the Calvary Hospital Pathology laboratory, ensuring control over the monitoring and rendering of services, including oversight of protocols and staff training. The laboratory operates 24 hours 7 days a week and the successful applicant will be required to participate in the after-hours roster.

Under direction, you will play a key role in running and maintaining laboratory instrumentation, instrument trouble shooting, monitoring temperatures, running of quality control materials, monitoring stock levels, maintaining a clean work area, processing patient samples and checking work lists in the Haematology laboratory.

Eligibility/Other Requirements

*Mandatory:*

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

*Desirable:*

Experience in Haematology would be advantageous.

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

Undergo a pre-employment Australian Federal Police check.

Compliance Certificate from OMCU (Occupational Medicine Unit) relating to assessment, screening and vaccination.

Note

This position requires the candidates to participate in an after hour's roster.

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

**Clinical Services**

**Logistic Support**

**Health Service Officer**

**Health Service Officer Level 4 \$49,958 - \$51,869, Canberra (PN: 37918)**

Gazetted: 18 April 2019

Closing Date: 25 April 2019

Details: About us

Canberra Health Services is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work

Overview of the work area and position

The position is managed by the Dhulwa Facilities Manager for daily operations and the Canberra Hospital Food Services for governance matters such as training, food preparation and food safety compliance under the direction of the clinical staff.

The position is responsible for range duties within Dhulwa primarily for the provision of food services plus the replenishment of consumables, materials management and linen distribution in a secure mental health environment

Eligibility/Other Requirements:

*Mandatory:*

Completed Food Handling Principles.

Completed or willing to undertake Food Safety Supervisor training.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

*Note*

This is a Temporary position available for a period until March 2020 with the possibility of extension. This position is part-time at 20 hours per week and the full-time salary noted above will be paid pro-rata.

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

**Clinical Services**

**Clinical Support Services**

**Logistics Support**

**Health Service Officer**

**Health Service Officer Level 5 \$118,319 - \$133,197, Canberra (PN: 25220)**

Gazetted: 18 April 2019

Closing Date: 25 April 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

Logistic Support Services is a section within Infrastructure and Health Support Services (I&HSS). The function of the Logistic Support Services includes Domestic and Environmental Services, Food Service, Sterilising Services, and Supply.

Supply Services provides clinical products to the Health Services in ACT, primarily being Canberra Hospital, as well as warehousing and distribution of the products.

The successful candidate will be based at Mitchell and the Canberra Hospital.

To be successful in this position, you will need to have proven experience in all aspects of driving a medium rigid truck, warehousing and distribution for a large and busy warehouse environment operating in a computerised purchasing and inventory control system.

Eligibility/Other Requirements:

*Desirable:*

Duties of the position include the requirement to drive vehicles, therefore possession of a class MR/HR/MC driver's licence and a forklift licence would be highly desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Avnita Nand (02) 5124 3474 avnita.nand@act.gov.au

## **Infrastructure Management and Maintenance**

### **Operations Support**

#### **Clinical Records**

##### **Deputy Director, Clinical Record Service**

**Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 28591, expected vacancy)**

Gazetted: 18 April 2019

Closing Date: 25 April 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 Finance and Business Intelligence (FBI) Branch is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra health Services. The FBI Branch is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The five sub-units within the FBI branch include the Financial Management Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence and the Health Information Unit.

The Finance and Business Intelligence Branch has been established to implement a management approach within the CHS Directorate that supports how CHS plans, budgets, allocates and manages both activity and financial resources to deliver safe and high-quality health service for the ACT Community.

The Business Intelligence Unit (BIU) manages data and reporting and aims to be a centre of excellence for provision of key operational and strategic support information throughout CHS through the development of operational performance dashboards both for reporting and analysis including the ability to undertake predictive modelling and forecasting to address future demand growth.

The Financial Management Unit (FMU) are finance business professionals who work closely with particular divisions and underlying business units creating an active partnership with operations and management. Their role includes monthly reporting, budget development and planning, liaison, contribute to the development of business cases to support service developments and enhancements for the Division.

Revenue and Hospital Financial Services (R&HFS) provides a range of business and financial services including; Interstate Patient Travel Assistance Scheme (IPTAS), VMO claims auditing and receipting, eligible educational activity requests funded through various sources, financial reporting and liaison for Special Purpose Accounts. Patients Accounts and Debt Recovery raise and perform debt recovery functions for hospital accommodation and medical service invoicing. The office also provides administrative support, training and advice to the divisions on billing process/guidelines in a public health facility.

The Health Information Service provides a range of services including scanning and health record management, clinical coding and casemix data generation, patient identifier maintenance, clinical record forms design and managing access to personal health information to facilitate patient care and follow-up, for research, quality improvement, education and hospital management purposes.

Under broad direction, the Deputy Director is responsible for managing all aspects of the operations of the Health Information Service, and is directly responsible for the medico-legal, patient registration and clinical record forms teams.

Eligibility/Other Requirements

*Mandatory:*

Tertiary qualifications or equivalent in Health Information Management (or equivalent)  
Eligibility for full membership of the Health Information Management Association of Australia  
A thorough knowledge of Australian Standards in relation to paper-based and/or digitised (scanned) health record system requirements is highly desirable

*Desirable:*

Previous experience in leading multiple teams within a health information service

Current Australian driver's license.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Contact Officer: Gloria Spyropoulos (02) 5124 3331 [gloria.spyropoulos@act.gov.au](mailto:gloria.spyropoulos@act.gov.au)

## **ACT Health**

**Selection documentation for the following positions may be downloaded from**

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

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

### **Executive Branch Manager, Chief Financial Officer**

**Executive Level 1.2 \$203,586 - \$211,625 depending on current superannuation arrangements, Canberra (PN: E1087)**

Gazetted: 12 April 2019

Closing Date: 26 April 2019

Details: Applications are now being sought from suitably qualified and experienced candidates for the role of Chief Finance Officer, ACT Health Directorate. The ACT Health Directorate is responsible for the stewardship of the health system in the ACT and building a strong research and population health capability. ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations and that the health system is innovative, effective and sustainable now and in the future. The Chief Financial Officer provides strategic leadership and vision to develop the financial maturity of ACT Health Directorate and health funding and performance models. The role will be responsible for the establishment of appropriate financial management frameworks, processes and accountabilities and will provide overall leadership and management of the Strategic Finance Branch, and for the provision of sound financial advice to the Director-General and the Minister. To be successful in this role, you will have a demonstrated track record in performance functions in a complex environment, as well as a good understanding of the national health system and of Commonwealth and State/Territory funding arrangements, including responsibility for overseeing components of the Activity Based Costing (ABC) and costing submission for the National Hospital Cost Data Collection (NHCCDC). A detailed understanding of leadership, data management and governance, strategic direction setting and the challenges facing modern health care service delivery are highly desirable. Tertiary level accounting qualifications and membership of an appropriate professional body (CPA/CA) are essential.

How to Apply: Please submit your application demonstrating your experience against the Executive Capabilities in the attached duty statement to [jobs.act.gov.au](http://jobs.act.gov.au) by 26 April 2019.

Remuneration: The position attracts a remuneration package ranging from \$203,586 to \$211,625 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$153,125. From 1 July 2019, the remuneration package will increase, ranging from \$221,392 to \$230,275 depending on current superannuation arrangements of the successful applicant, which includes a cash component of \$169,203 (see Remuneration Tribunal Determination 2 of 2019).

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

Contact Officer: Further information about the position is available from John Fletcher, [john.fletcher@act.gov.au](mailto:john.fletcher@act.gov.au), (02) 5124 9869.

**Executive Branch Manager, Governance and Risk**

**Executive Level 1.2 \$203,586 - \$211,625 depending on current superannuation arrangements, Canberra (PN: E1089)**

Gazetted: 12 April 2019

Closing Date: 26 April 2019

Details: Applications are now being sought from suitably qualified and experienced candidates for the role of Executive Branch Manager, Governance and Risk. The ACT Health Directorate is responsible for the stewardship of the health system in the ACT and building a strong research and population health capability. ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations and that the health system is innovative, effective and sustainable now and in the future. The Executive Branch Manager, Governance and Risk is responsible for establishing and maintaining a modern and effective governance and risk management framework for the Directorate. The Branch Manager will work closely with the other corporate functions of strategic finance, human resource management and digital services. The successful applicant will have demonstrated leadership and management experience, including ability to inspire and motivate others to achieve corporate goals, identify and develop the potential in others, and assess and mitigate future work and capability requirements.

How to Apply: Please submit your application demonstrating your experience against the Executive Capabilities in the attached duty statement to [jobs.act.gov.au](http://jobs.act.gov.au) by 26 April 2019.

Remuneration: The position attracts a remuneration package ranging from \$203,586 to \$211,625 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$153,125. From 1 July 2019, the remuneration package will increase, ranging from \$221,392 to \$230,275 depending on current superannuation arrangements of the successful applicant, which includes a cash component of \$169,203 (see Remuneration Tribunal Determination 2 of 2019).

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

Contact Officer: Further information about the position is available from John Fletcher, [john.fletcher@act.gov.au](mailto:john.fletcher@act.gov.au), (02) 5124 9869.

**Corporate Services**

**Commissioning and Performance**

**Business Inelegance Corporate**

**Director**

Senior Officer Grade A \$143,116, Canberra (PN: 43124)

Gazetted: 18 April 2019

Closing Date: 2 May 2019

Details: About us

The ACT Health Directorate is responsible for the stewardship of the health system in the ACT. ACT Health provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations, delivers improved health outcomes, and that the health system is innovative, effective and sustainable now and in the future.

ACT Health has responsibility for:

Developing strategic policy and stewardship of the health system, including working with the Commonwealth on key health improvement initiatives

Managing demand for and supply of health services across the territory

Improving the health and wellbeing of the ACT population by promoting healthy behaviours and lifestyles and through ongoing monitoring and evaluation of health programs and policy

Preventing, and providing a timely response to, potential public health incidents

Leading the health workforce and clinical training strategy including building strong partnerships with key academic institutions and training providers

Commissioning and managing multi-million dollar contracts for the provision of health services, including partnerships with community sector organisations, peak bodies and advocacy groups

Managing a portfolio of infrastructure programs to ensure the ACT has world class, sustainable, fit for purpose clinical and patient care facilities

Monitoring and enforcement of public health regulations, and

Providing public health advice.

Overview of the work area and position

The Corporate Services Group performs a critical enabling function for the long-term success and sustainability of the ACT Health Directorate and the ACT health system. This Group is responsible for financial planning, budgeting and reporting; commissioning and evaluating the performance of public health services; strategic human resource management; digital solutions; strategic infrastructure and procurement; service demand planning and modelling; data management and activity-based performance; governance and risk management.

The Commissioning and Performance Division will develop and administer the commissioning system through which the ACT health services receive funding from the ACT Government. The division will develop and monitor a performance framework, and systems to support and monitor the performance of all funded health services.

The Director Commissioning operates within the Commissioning Branch and is responsible for leading a robust and systematic approach to the commissioning of health and care services in the ACT to support the ACT Government in addressing the needs of the community.

Eligibility/Other Requirements

*Mandatory:*

Bachelor's degree or master's degree in a relevant discipline such as Business Administration, Finance or Accounting, Economics or demonstrated equivalent experience.

*Desirable:*

Finance and accounting experience

Negotiating experience.

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

Undergo a pre-employment Police check.

Note

Selection may be based on application and reference only, and there may be multiple positions.

Contact Officer: Angelene True (02) 5124 9865 angelene.true@act.gov.au

## **Health Systems Planning and Evaluation**

### **Policy Partnerships and Programs**

#### **Community Sector Contracts and Grants Unit**

##### **Contract and Procurement Manager**

**Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 11196)**

Gazetted: 18 April 2019

Closing Date: 2 May 2019

Details: About us

The ACT Health Directorate is responsible for the stewardship of the health system in the ACT. ACT Health provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations, delivers improved health outcomes, and that the health system is innovative, effective and sustainable now and in the future.

ACT Health has responsibility for:

Developing strategic policy and stewardship of the health system, including working with the Commonwealth on key health improvement initiatives.

Managing demand for and supply of health services across the territory.

Improving the health and wellbeing of the ACT population by promoting healthy behaviours and lifestyles and through ongoing monitoring and evaluation of health programs and policy.

Preventing, and providing a timely response to, potential public health incidents.

Leading the health workforce and clinical training strategy including building strong partnerships with key academic institutions and training providers,

Commissioning and managing multi-million-dollar contracts for the provision of health services, including partnerships with community sector organisations, peak bodies and advocacy groups,

Managing a portfolio of infrastructure programs to ensure the ACT has world class, sustainable, fit for purpose clinical and patient care facilities,

Monitoring and enforcement of public health regulations, and  
Providing public health advice.

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.

Overview of the work area and position

The Community Sector Contracts and Grants Unit, is responsible for the development and management of all funding agreements with funded organisations providing ancillary services in the community. This includes Non-Government Organisations (NGOs), other government entities (funded to deliver services in the community) and private not-for-profit organisations such as Canberra After Hours Locum Medical Service. These currently include but may not be limited to: Service Funding Agreements (SFAs); Deeds of Grant (DoGs); Memoranda of Understanding (MoUs); and any associated Deeds of Variation to those agreements.

The Contract and Procurement Manager roles sits within the Community Sector Contracts and Grants Unit, Health Systems Planning and Evaluation Division (HSPE), a dynamic team managing ACT Health Non-Government Organisation (NGO) contracts. The Contract and Procurement Manager will be accountable under broad direction to manage a skilled contract officer team to undertake complex to very complex contract and procurement management activities. They will work within a framework of legislation, established principles, work practices and procedures. They will have comprehensive knowledge and experience of human resource procurement and contracting and be responsible for implementing procurement activities that comply with legislative and policy frameworks.

The Contract and Procurement Manager will manage stakeholder engagement and identify relevant stakeholders' expectations and apply procurement methodology to achieve appropriate outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

Eligibility/Other Requirements

*Desirable:*

Tertiary qualifications in a relevant field.

Applicants with experience in Government program management and/or legislative interpretation are encouraged to apply.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note

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

Contact Officer: Liza Marando (02) 5124 9908 [liza.marando@act.gov.au](mailto:liza.marando@act.gov.au)

## **Corporate and Governance**

### **Governance and Risk**

**Director, Enterprise Risk Management, Director, Internal Audit, Director, Governance and Compliance**

**Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 42853, several)**

Gazetted: 18 April 2019

Closing Date: 25 April 2019

Details: We are looking for three motivated individuals to drive development of high quality, fit-for-purpose governance and risk management and systems in the ACT Health Directorate. In these roles you will have the chance to make a significant contribution to the transformational changes underway in our health system by building strong internal governance systems that support the Directorate to achieve its goals and maintain our accountability to the community. We are seeking talented candidates for the following three roles: Director, Enterprise Risk Management, rolling out the new ACT Government Risk Management Framework across the Directorate; Director, Internal Audit, leading our Internal Audit program, supporting our Audit and Risk Management Committee; and Director Governance and Compliance, managing strong policy and compliance management systems, providing guidance to our governance committees on their effective operation, and overseeing corporate governance policy development. If you understand public sector governance, have a customer focused approach to working with business areas and want to be part of a responsive and dynamic team these roles are for you.

How to Apply: To apply please respond to the selection criteria and provide a copy of your Resume, to [jobs@act.gov.au](mailto:jobs@act.gov.au). A single selection panel will be used to consider candidates for these roles, when applying please indicate which position(s) you would like to be considered for in the Branch.

Contact Officer: Jacqui Bear (02) 5124 9426 [jacqui.bear@act.gov.au](mailto:jacqui.bear@act.gov.au)



**Health Systems Planning and Evaluation  
Policy Partnerships and Programs  
Community Sector Contracts and Grants Unit  
Program Manager  
Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 19536)**

Gazetted: 18 April 2019

Closing Date: 2 May 2019

Details: About us

The ACT Health Directorate is responsible for the stewardship of the health system in the ACT. ACT Health provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations, delivers improved health outcomes, and that the health system is innovative, effective and sustainable now and in the future.

ACT Health has responsibility for:

Developing strategic policy and stewardship of the health system, including working with the Commonwealth on key health improvement initiatives

Managing demand for and supply of health services across the territory

Improving the health and wellbeing of the ACT population by promoting healthy behaviours and lifestyles and through ongoing monitoring and evaluation of health programs and policy

Preventing, and providing a timely response to, potential public health incidents

Leading the health workforce and clinical training strategy including building strong partnerships with key academic institutions and training providers

Commissioning and managing multi-million-dollar contracts for the provision of health services, including partnerships with community sector organisations, peak bodies and advocacy groups

Managing a portfolio of infrastructure programs to ensure the ACT has world class, sustainable, fit for purpose clinical and patient care facilities

Monitoring and enforcement of public health regulations

Providing public health advice

Overview of the work area and position

The Community Sector Contracts and Grants Unit, is responsible for the development and management of all funding agreements with funded organisations providing ancillary services in the community. This includes Non-Government Organisations (NGOs), other government entities (funded to deliver services in the community) and private not-for-profit organisations such as Canberra After Hours Locum Medical Service. These currently include but may not be limited to: Service Funding Agreements (SFAs); Deeds of Grant (DoGs); Memoranda of Understanding (MoUs); and any associated Deeds of Variation to those agreements.

The Program Manager role sits within the Community Sector Contracts and Grants Unit, Health Systems Planning and Evaluation Division (HSPE), a dynamic team managing ACT Health Non-Government Organisation (NGO) contracts. The Program Manager will be accountable under broad direction to manage a skilled team to undertake complex to very complex program management activities. They will provide strategic program and policy oversight, utilising project management methodologies, and work within a framework of legislation, established principles, work practices and procedures. They will have comprehensive knowledge and experience of human resource procurement and contracting and be responsible for implementing procurement activities that comply with legislative and policy frameworks.

The Program Manager will manage stakeholder engagement and identify relevant stakeholders' expectations and apply procurement methodology to achieve appropriate outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

Eligibility/Other Requirements

*Desirable:*

Tertiary qualifications in a relevant field.

Applicants with experience in Government program management and/or legislative interpretation are encouraged to apply.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Contact Officer: Liza Marando (02) 5124 9908 liza.marando@act.gov.au

**Corporate Services**

**Digital Solutions**

**Technology Operations**

**Senior Business Analyst**

**Senior Information Technology Officer Grade C \$100,462 - \$108,140, Canberra (PN: 43160, several)**

Gazetted: 18 April 2019

Closing Date: 25 April 2019

Details: About us

The ACT Health Directorate is responsible for the stewardship of the health system in the ACT. ACT Health provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations, delivers improved health outcomes, and that the health system is innovative, effective and sustainable now and in the future.

ACT Health has responsibility for:

Developing strategic policy and stewardship of the health system, including working with the Commonwealth on key health improvement initiatives.

Managing demand for and supply of health services across the territory.

Improving the health and wellbeing of the ACT population by promoting healthy behaviours and lifestyles and through ongoing monitoring and evaluation of health programs and policy.

Preventing, and providing a timely response to, potential public health incidents.

Leading the health workforce and clinical training strategy including building strong partnerships with key academic institutions and training providers,

Commissioning and managing multi-million dollar contracts for the provision of health services, including partnerships with community sector organisations, peak bodies and advocacy groups,

Managing a portfolio of infrastructure programs to ensure the ACT has world class, sustainable, fit for purpose clinical and patient care facilities,

Monitoring and enforcement of public health regulations, and

Providing public health advice.

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.

Overview of the work area and position

The Corporate Services Group performs a critical enabling function for the long term success and sustainability of the ACT Health Directorate and the ACT health system. This Group is responsible for financial planning, budgeting and reporting; commissioning and evaluating the performance of public health services; strategic human resource management; digital solutions; strategic infrastructure and procurement; service demand planning and modelling; data management and activity-based performance; governance and risk management.

The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to technology services and capabilities across the ACT Health Directorate and Canberra Health Services. The Digital Solutions Division is responsible for the:

Development, implementation and support of the Digital Health Strategy.

Management of technology services and projects

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

Development, implementation and maintenance of technology policies and procedures.

Ensuring information security.

The Information Management Hub is responsible for the provision of high quality administrative records management services and the development and maintenance of the ACT Health Data Repository.

The Senior Business Analyst is responsible for gathering, refining, documenting and gaining approval for stakeholder requirements for systems including the Data Repository.

Eligibility/Other Requirements

*Desirable:*

Previous experience as a business analyst conducting business analysis during concept development phase of projects.

Formal qualifications in Business Analysis, Portfolio Management, Program Management or Project Management.

Prior to commencement successful candidates will be required to:  
Undergo a pre-employment Police check.  
Contact Officer: Paul Harrison (02) 5124 9161 paul.harrison@act.gov.au

**Corporate Services**

**Digital Solutions**

**Technology Operations**

**Senior Data Repository Analyst**

**Senior Information Technology Officer Grade C \$100,462 - \$108,140, Canberra (PN: 43158)**

Closing Date: 25 April 2019

Overview of the work area and position

The Corporate Services Group performs a critical enabling function for the long term success and sustainability of the ACT Health Directorate and the ACT health system. This Group is responsible for financial planning, budgeting and reporting; commissioning and evaluating the performance of public health services; strategic human resource management; digital solutions; strategic infrastructure and procurement; service demand planning and modelling; data management and activity-based performance; governance and risk management.

The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to technology services and capabilities across the ACT Health Directorate and Canberra Health Services. The Digital Solutions Division is responsible for the:

Development, implementation and support of the Digital Health Strategy.

Management of technology services and projects

Management of the relationship and services delivery by technology vendors including Shared Services ICT Development, implementation and maintenance of technology policies and procedures.

Ensuring information security.

The Information Management Hub is responsible for the provision of high quality administrative records management services and the development and maintenance of the ACT Health Data Repository.

Eligibility/Other Requirements

Highly Desirable:

Minimum of two years of experience in data analytics and data repositories.

Minimum of two years of experience in the technology sector.

Desirable:

Tertiary Qualifications in Information and Communication Technology (ICT)

Experience in and/or knowledge of the Health environment including an understanding of hospital systems

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

Undergo a pre-employment Police check.

Contact Officer: Gillbert de Ruijter (02) 5124 9128 [gillbert.deruijter@act.gov.au](mailto:gillbert.deruijter@act.gov.au)

**APPOINTMENTS**

**Canberra Institute of Technology**

**Teacher Level 1 \$70,519 - \$94,094**

Donna Catherall 782-26528, Section 68(1), 11 April 2019

**Administrative Services Officer Class 6 \$83,135 - \$95,146**

Ka Ki Wong 858-70282, Section 68(1), 15 April 2019

**Chief Minister, Treasury and Economic Development**

**Senior Officer Grade B \$123,227 - \$138,723**

Edmund Chakawodza 858-51970, Section 68(1), 4 April 2019

**Senior Information Technology Officer Grade C \$100,462 - \$108,140**

Jason Ciesiolka 858-70127, Section 68(1), 18 April 2019

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

Jacob Dachs 858-64317, Section 68(1), 9 April 2019

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

Erick Gonzales Rodriguez 858-64333, Section 68(1), 9 April 2019

**Administrative Services Officer Class 4 \$69,422 - \$75,169**

Annie Holland 858-69855, Section 68(1), 15 April 2019

**Community Services**

**Administrative Services Officer Class 3 \$62,530 - \$67,296**

Samuel Colosimo 858-70055, Section 68(1), 18 April 2019

**Administrative Services Officer Class 3 \$62,530 - \$67,296**

Kim Elphick 858-70119, Section 68(1), 18 April 2019

**Administrative Services Officer Class 5 \$77,155 - \$81,668**

Nicholas Palm 858-50994, Section 68(1), 18 April 2019

**Senior Officer Grade C \$104,630 - \$112,626**

Magdalena Palys 858-69273, Section 68(1), 17 April 2019

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

Ariel Press 858-70100, Section 68(1), 15 April 2019

**Environment, Planning and Sustainable Development**

**Technical Officer Level 4 \$79,824 - \$91,356**

Sally McIntosh 817-47164, Section 68(1), 15 April 2019

**Justice and Community Safety**

**Administrative Services Officer Class 6 \$83,135 - \$95,146**

James Renshaw 858-62602, Section 68(1), 3 April 2019

**Administrative Services Officer Class 6 \$83,135 - \$95,146**

Brenton White 858-69839, Section 68(1), 10 April 2019

**Transport Canberra and City Services**

**Administrative Services Officer Class 4 \$69,422 - \$75,169**

Jade Hawker 858-70012, Section 68(1), 15 April 2019

**Bus Operator - Training \$66,212**

Amit Kumar 858-68959, Section 68(1), 12 April 2019

**Bus Operator - Training \$66,212**

Arvind Kumar 858-69046, Section 68(1), 12 April 2019

**Bus Operator - Training \$66,212**

Stuart May 858-68932, Section 68(1), 12 April 2019

**Bus Operator - Training \$66,212**

Anna Normyle 858-68975, Section 68(1), 12 April 2019

**Bus Operator - Training \$66,212**

Gurdeep Pabla 858-68983, Section 68(1), 12 April 2019

**Bus Operator - Training \$66,212**

Gurbakhshis Singh 858-69062, Section 68(1), 12 April 2019

**Canberra Health Services**

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

Zainul Qadri, 86133006, Section 68(1), 8 April 2019

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

Ramanujan Ganesalingam, 82462128, Section 68(1), 8 April 2019

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

Babjide Fawole, 86131537, Section 68(1), 22 April 2019

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

Joanne Lamont, 83824231, Section 68(1), 8 April 2019

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

Salina Watchorn, 82176973, Section 68(1), 8 April 2019

**Registered Nurse Level 1 \$66,185 - \$88,410**

Alicia Arnold 853-59783, Section 68(1), 10 April 2019

**Registered Nurse Level 1 \$66,185 - \$88,410**

Carly Ballard 847-00994, Section 68(1), 18 April 2019

**Administrative Services Officer Class 2/3 \$55,189 - \$67,296**

Indigo Butler-Moss 859-53387, Section 68(1), 15 April 2019

**Registered Nurse Level 1 \$66,185 - \$88,410**

Deepak Cherian 845-02074, Section 68(1), 18 April 2019

**Registered Nurse Level 1 \$66,185 - \$88,410**

Bridgette Cunningham 857-43291, Section 68(1), 18 April 2019

**Administrative Services Officer Class 2/3 \$55,189 - \$67,296**

Courtney Doricic 859-53045, Section 68(1), 15 April 2019

**Administrative Services Officer Class 2/3 \$55,189 - \$67,296**

Petros Drakakis 858-69804, Section 68(1), 11 April 2019

**Registered Nurse Level 1 \$66,185 - \$88,410**

Micah Elicano 857-93109, Section 68(1), 18 April 2019

**Registered Nurse Level 1 \$66,185 - \$88,410**

Ellen Ferrer 857-93467, Section 68(1), 18 April 2019

**Registered Nurse Level 1 \$66,185 - \$88,410**

Jason Golfo 856-74476, Section 68(1), 11 April 2019

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

Sarah Hill 845-03421, Section 68(1), 15 April 2019

**Administrative Services Officer Class 4 \$69,422 - \$75,169**

Aleksandra Kujovic 858-70135, Section 68(1), 11 April 2019

**Administrative Services Officer Class 2/3 \$55,189 - \$67,296**

Salil Malik 858-70290, Section 68(1), 17 April 2019

**Health Professional Level 4 \$100,462 - \$108,140**

Katherine Paul 848-20849, Section 68(1), 18 April 2019

**Registered Nurse Level 1 \$66,185 - \$88,410**

Jelvi Plathottathil Thomas 834-45434, Section 68(1), 18 April 2019

**Administrative Services Officer Class 2/3 \$55,189 - \$67,296**

Michelle Sherd 858-69636, Section 68(1), 15 April 2019

**Senior Officer Grade C \$104,630 - \$112,626**

Kristie Simpson 858-70098, Section 68(1), 15 April 2019

**Registered Nurse Level 3.1 \$105,372 - \$109,709**

Caitlin Speldewinde 857-43072, Section 68(1), 18 April 2019

**Registered Nurse Level 1 \$66,185 - \$88,410**

Zoe Stroud 857-42467, Section 68(1), 18 April 2019

## **TRANSFERS**

### **Education**

**Katrina Meddemmen: 787-47200**

From: Administrative Services Officer Class 4 \$69,422 - \$75,169  
Education

To: Administrative Services Officer Class 4 \$69,422 - \$75,169  
Education, Canberra (PN. 03029) (Gazetted 1 March 2019)

### **Canberra Health Services**

**Susannah Martin: 821-21980**

From: Registered Nurse Level 1 \$63,548 - \$84,888  
Canberra Health Services

To: Registered Nurse Level 1 \$63,548 - \$84,888  
Canberra Health Services, Canberra (PN. 32297) (Gazetted 24 January 2019)

## **PROMOTIONS**

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

**Policy and Cabinet Division**

**Cabinet and Government Business Coordination**

**Linda McCoy: 836-1117**

From: Administrative Services Officer Class 5 \$77,155 - \$81,668

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$83,135 - \$95,146

Chief Minister, Treasury and Economic Development, Canberra (PN. 32282) (Gazetted 7 November 2018)

**Shared Services**

**Finance and Payroll Services**

**Payroll Services**

**Malcolm Mullavey: 844-00860**

From: Administrative Services Officer Class 6 \$83,135 - \$95,146

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$104,630 - \$112,626

Chief Minister, Treasury and Economic Development, Canberra (PN. 41684) (Gazetted 14 August 2018)

**Policy and Cabinet Division**

**Executive and Business Support**

**Alexandra Elizabeth Slobodian: 843-19579**

From: Administrative Services Officer Class 4 \$69,422 - \$75,169

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$77,155 - \$81,668

Chief Minister, Treasury and Economic Development, Canberra (PN. 35283) (Gazetted 26 March 2019)

**Access Canberra**

**Customer Coordination**

**Land Titles**

**Ashlee Spencer: 853-60506**

From: Administrative Services Officer Class 2 \$55,189 - \$60,941

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$69,422 - \$75,169

Chief Minister, Treasury and Economic Development, Canberra (PN. 42048) (Gazetted 10 December 2018)

**Community Services**

**Inclusion and Participation**

**Community Relations and Funding Support**

**Stella Aroune Vongdara: 827-20182**

From: Administrative Services Officer Class 6 \$83,135 - \$95,146

Community Services Directorate

To: Administrative Services Officer Class 6 \$83,135 - \$95,146

Community Services, Canberra (PN. 11258) (Gazetted 14 February 2019)

**Education**

**School Performance and Improvement**

**South Weston Network**

**The Woden School**

**Jenna Blake: 779-1703**

From: Administrative Services Officer Class 5 \$77,155 - \$81,668

Education

To: Administrative Services Officer Class 6 \$83,135 - \$95,146

Education, Canberra (PN. 41208) (Gazetted 20 March 2019)

**School Performance and Improvement**

**Belconnen Network**

**Belconnen High School**

**Natalie McArthur: 849-00275**

From: School Assistant 2 \$46,929 - \$51,819

Education

To: School Assistant 4 \$63,754 - \$69,033

Education, Canberra (PN. 42717) (Gazetted 18 February 2019)

**School Performance and Improvement**

**North and Gungahlin Network**

**Campbell High School**

**William Noel Sheppard: 843-39924**

From: Classroom Teacher \$68,022 - \$101,821

Education

To: †School Leader C \$117,515

Education, Canberra (PN. 16365) (Gazetted 25 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**

**Business Services Unit**

**Deputy Director-General's Office**

**Kim Sturgiss: 821-27207**

From: Administrative Services Officer Class 4 \$69,422 - \$75,169

Education

To: Administrative Services Officer Class 5 \$77,155 - \$81,668

Education, Canberra (PN. 40287) (Gazetted 17 April 2019)

**School Performance and Improvement**

**Tuggeranong Network**

**Namadgi School**

**Tracey Venables: 817-32317**

From: School Assistant 2 \$46,929 - \$51,819

Education

To: †School Assistant 3 \$53,171 - \$57,225

Education, Canberra (PN. 36858) (Gazetted 15 March 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.

**Environment, Planning and Sustainable Development**

**Planning, Land and Building Policy**

**Territory Plan**

**Rachel Darke: 836-1175**

From: Administrative Services Officer Class 5 \$77,155 - \$81,668

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$83,135 - \$95,146

Environment, Planning and Sustainable Development, Canberra (PN. 35300) (Gazetted 26 February 2019)



**Justice and Community Safety**

**ACT Human Rights Commission**

**Jenny Acton: 848-8027**

From: Administrative Services Officer Class 3 \$62,530 - \$67,296

Justice and Community Safety

To: Administrative Services Officer Class 4 \$69,422 - \$75,169

Justice and Community Safety, Canberra (PN. 42722) (Gazetted 14 March 2019)

**ACT Government Solicitor**

**Akiyo Fujita-Philpot: 827-40394**

From: Administrative Services Officer Class 3 \$62,530 - \$67,296

ACT Government Solicitor

To: Administrative Services Officer Class 4 \$69,422 - \$75,169

Justice and Community Safety, Canberra (PN. 36526) (Gazetted 6 December 2018)

**Parliamentary Counsel's Office**

**Legislative Publishing**

**Joshua Stonham: 817-48394**

From: Administrative Services Officer Class 4 \$69,422 - \$75,169

Justice and Community Safety

To: Administrative Services Officer Class 5 \$77,155 - \$81,668

Justice and Community Safety, Canberra (PN. 43689) (Gazetted 4 March 2019)

**Canberra Health Services**

**Canberra Hospital and Health Services**

**Arun Babu: 853-70130**

From: Registered Nurse Level 1 \$66,185 - \$88,410

Canberra Health Services

To: Registered Nurse Level 2 \$91,910 - \$97,413

Canberra Health Services, Canberra (PN. 37278) (Gazetted 24 January 2019)

**Canberra Hospital and Health Services**

**Sara Dias: 847-00556**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 25559) (Gazetted 24 January 2019)

**Canberra Hospital and Health Services**

**Rena Nardi: 846-99161**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 23947) (Gazetted 15 November 2018)

**Clinical Services**

**Mizanur Rahman: 858-53925**

From: Assistant in Nursing \$50,916 - \$52,639

Canberra Health Services

To: Administrative Services Officer Class 3 \$62,530 - \$67,296

Canberra Health Services, Canberra (PN. 40235) (Gazetted 14 February 2019)

**Canberra Hospital and Health Services**

**Joanne Whatman: 847-00185**

From: Administrative Services Officer Class 2 \$55,189 - \$60,941

Canberra Health Services

To: Administrative Services Officer Class 3 \$62,530 - \$67,296

Canberra Health Services, Canberra (PN. 24906) (Gazetted 21 February 2019)

**Clinical Services**

**Maya Zwikael: 827-26402**

From: Registered Nurse Level 3.1 \$105,372 - \$109,709

Canberra Health Services

To: †Registered Nurse Level 3.2 \$119,122

Canberra Health Services, Canberra (PN. 22401) (Gazetted 28 February 2019)

**ACT Health**

**Corporate Services**

**Bridget MacLean: 835-82076**

From: Administrative Services Officer Class 6 \$83,135 - \$95,146

ACT Health

To: †Senior Officer Grade C \$104,630 - \$112,626

ACT Health, Canberra (PN. 28903) (Gazetted 29 March 2018)

**CORRIGENDA**

**Chief Minister, Treasury and Economic Development**

Promotion of Bojan Stojakovic incorrectly notified in the gazette 28/3/2019. Should have been an appointment.

**Canberra Health Services**

Claire Robinson AGS 857-93002 declined promotion from Registered Nurse level 2 to Registered Nurse Level 3  
Originally in Gazette 11/04/2019