



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 30 May 2019**

## VACANCIES

### ACT Audit Office

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

#### **Professional Services**

##### **Executive Officer**

**Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 42815, expected vacancy)**

Gazetted: 30 May 2019

Closing Date: 17 June 2019

Details: The ACT Audit Office is seeking someone with excellent organisational, administrative and stakeholder management skills for the role of Executive Officer. As the Executive Officer, you will be primarily responsible for providing executive assistance to the Auditor-General and Assistant Auditor-Generals and contributing to the effective administration of the ACT Audit Office through a range of corporate and administrative tasks. The ACT Auditor-General is an independent Officer of the Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the Office, with a view to promoting public accountability in the public administration of the Australian Capital Territory. The ACT Audit Office offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Office supports staff by providing learning and development opportunities. You will receive a salary in the range of \$83,135 to \$95,146 (plus an employer superannuation contribution). You should have an awareness of, and understanding and commitment to, the values of the ACT Audit Office, diversity of culture in the workplace and workplace health and safety principles. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: The Executive Officer's background should demonstrate experience in and/or an ability to provide high-level support to Executives; manage sensitive and confidential issues, excellent communication skills and organisational skills. Experience in a small professional office work environment, and a high level of technical competency in office applications (such as Microsoft Windows and Office applications) is essential. Qualification: Relevant tertiary qualifications are highly desirable. All applicants must be fluent in English. Position of Trust: All ACT employees are required to undergo employment screening. This position is a Position of Trust 1 and therefore, if you are selected for this position you will be required to gain and maintain a Baseline National Security Clearance. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated. Further information may be obtained from the Contact Officer.

How to Apply: When submitting an application, please also email a copy to the Contact Officer, Ms Caroline Smith at [Caroline.Smith@act.gov.au](mailto:Caroline.Smith@act.gov.au). To apply for this position, please email your resume, responses to the Selection Criteria (no more than 4 pages in length) and completed Application Coversheet to [jobs@act.gov.au](mailto:jobs@act.gov.au) and [Caroline.Smith@act.gov.au](mailto:Caroline.Smith@act.gov.au).

Contact Officer: Caroline Smith (02) 6207 7829 [caroline.smith@act.gov.au](mailto:caroline.smith@act.gov.au)

### Calvary Health Care ACT (Public)

#### **Pharmacy Department**

##### **Clinical Pharmacist**

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

Gazetted: 04 June 2019

Closing Date: 21 June 2019

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvary.mercury.com.au>  
Reference Number: 21871  
Contact Officer: Sarah Smith 02 6201 6266 sarah.smith@calvary-act.com.au  
Applications can be forwarded to: <https://calvary.mercury.com.au>

### **Nutrition and Dietetics Department**

#### **Nutrition Assistant**

**Allied Health Assistant, \$64,509 - \$71,593 Canberra (PN: Expected)**

Gazetted: 04 June 2019

Closing Date: 9 June 2019

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

Reference Number: 21830

Contact Officer: Marie Smith

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

### **Medical Ward**

#### **Endorsed Enrolled Nurse**

**Enrolled Nurse Level 1 \$60,027 - \$64,133, Canberra (PN: Expected)**

Gazetted: 30 May 2019

Closing Date: 2 June 2019

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

Reference Number: 21805

Contact Officer: Andrea Moore andrea.moore@calvary-act.com.au

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

### **Canberra Institute of Technology**

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

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

### **Education and Training Services**

#### **Technology and Design**

#### **Hair and Beauty Therapy**

#### **Beauty Therapy Teachers**

**Teacher Level 1 \$70,519 - \$94,094, Canberra (PN: 51557, several)**

Gazetted: 30 May 2019

Closing Date: 12 June 2019

Details: The Hairdressing and Beauty Department at Canberra Institute of Technology (CIT) requires vocational education training teachers with professional experience as a Beauty and Spa Therapist for teaching positions. The role/s supports CIT commitment to quality education through contextual and innovative approaches to competency-based learning and assessment. It requires the candidate/s to demonstrate entrepreneurial abilities to work in a team across CIT and externally to design best practice learning experiences for student and apprentices. This includes the ability to develop, design and facilitate across both program areas whilst ensuring compliance, quality assurance, continuous improvement and team work. Experience and knowledge of User Choice processes and compliance is essential.

Eligibility/Other requirements: *Mandatory Qualifications and/or Registrations:* •SHB40115 - Certificate IV in Beauty Therapy (or equivalent) •SHB50115 - Diploma of Beauty Therapy (or equivalent) New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and At the commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTO's 2015. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as TAE40110 or its successor) and a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 must hold a full Training and Assessment Certificate IV level qualification (such as TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or equivalent). *Industry Experience:* All teachers at Teacher Level 1

or 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:* •SHB30215 - Certificate III in Make-Up •Local and regional industry connections •National affiliations with Beauty Therapy associations and governance bodies.

Note: Both permanent and temporary positions available. Part-time and full-time hours considered. 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/details/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/details/a_id/1804). CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal or Torres Strait Islander peoples, people with a disability and those who identify as LGBTIQ are encouraged to apply.

How to Apply: All applicants are required to complete the application form, provide written responses to the selection and provide a current CV and submit via [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Teresa LoPilato (02) 6205 3005 [teresa.lopilato@cit.edu.au](mailto:teresa.lopilato@cit.edu.au)

## **Industry Engagement and Strategic Relations**

### **Training Initiatives**

#### **Administration Officer**

#### **Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 38385)**

Gazetted: 30 May 2019

Closing Date: 13 June 2019

Details: Applications are invited for the Administration Officer position in a dynamic team within the Canberra Institute of Technology (CIT) Training Initiatives Unit. The Administration Officer will carry out the administrative requirements of CIT systems and procedures within Training Initiatives Unit to support Class Reference Number creation and timetabling. Applications are welcome from self-motivated candidates with a drive to achieve excellence in customer service. The position requires accurate data entry into CIT systems. Other duties include liaising and communicating effectively with staff at all levels, students, employers and members of the public. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available for a period of 14 months with the possibility of extension/permanency. 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. 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 applicants are required to provide a written response to the Selection Criteria, provide a current resume and complete the full Application Coversheet and submit to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Gillian Paull (02) 6207 3747 [gillian.paull@cit.edu.au](mailto:gillian.paull@cit.edu.au)

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

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

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

### **Finance and Budget**

#### **Development and Infrastructure Policy**

#### **Analyst**

#### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 11074, several)**

Gazetted: 03 June 2019

Closing Date: 17 June 2019

Details: Are you looking for an exciting opportunity to work on a wide breadth of issues in the ACT Government? Do you want to help develop and manage budgets, develop financial related policy advice for Government, work with a range of statutory related financial reporting issues and contribute to the production of the ACT

Government's financial statements? The ACT Treasury, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), is looking for a number of temporary and permanent staff to fill Analyst positions. These positions provide a great opportunity to see the inside workings of ACT Treasury, and to contribute to delivering the Government's key policy priorities including planning and oversight of investment in infrastructure and government services in the ACT. What you will do: The successful applicants will join a small team undertaking a variety of work, such as: review of business cases and reports; undertaking complex research and analysis; developing advice about financial and performance outcomes, cost pressures and unspent funds; identifying service delivery issues in the context of legislative, policy, community and operational drivers; assisting to develop annual budget papers; collaborating on research and analysis projects; and liaising with people in the directorate and in other parts of the ACT Government. What you require: We are looking for applicants who are able to use Microsoft Excel and Word when analysing and reporting on financial, economic, policy and administrative issues. We will help you in learning to use our in-house budget and reporting systems, including TM1. We also need people who are good communicators and team players and/or leaders who are enthusiastic and can work to tight deadlines across competing priorities. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: There are multiple positions available within the Finance and Budget Group both on a temporary and permanent basis. Temporary positions are available for a period of six months, with the possibility of extension up to 12 months and/or permanency. A merit pool will also be established from the selection process and this may be used to fill similar vacancies over the next 12 months. These positions 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.

Eligibility/Other Requirements: Tertiary or post graduate qualifications in relevant areas such as Accounting, Economics, Business, Commerce or Finance are essential. Public policy or business administration skills would also be highly regarded.

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; a written response addressing all of the Selection Criteria demonstrating why you are the right person for one of these roles; and details of two current referees.

Contact Officer: Mimi Dyall and Hugh MacLachlan (02) 6207 8611 or (02) 6205 5588 [mimi.dyall@act.gov.au](mailto:mimi.dyall@act.gov.au) and [hugh.maclachlan@act.gov.au](mailto:hugh.maclachlan@act.gov.au)

## **Access Canberra**

### **Customer Coordination**

#### **Complaints Management Team**

##### **Data Analyst**

#### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 43154)**

Gazetted: 31 May 2019

Closing Date: 7 June 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 with a focus on intelligence led activity? If your answer is yes, you may be the person we are looking for. The Complaints Management Team are looking for a dynamic, flexible, solutions-focused individual to join the team and make some real contributions towards shaping the way Access Canberra collects and manages information about regulatory issues in the ACT. 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.

How to Apply: Please provide an Application Coversheet, a statement of your experience and skills against the Selection Criteria of no more than two pages, along with your current Curriculum Vitae and the contact details of at least two referees. Please send applications to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Peter McPhan (02) 6207 6124 [peter.mcphan@act.gov.au](mailto:peter.mcphan@act.gov.au)

**Shared Services ICT**

**Strategic Business**

**Portfolio Delivery/HRIMS Project**

**Business Change Coordinator**

**Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 39129, several)**

Gazetted: 31 May 2019

Closing Date: 18 June 2019

Are you interested in implementing change? Do you enjoy engaging with stakeholders? Then this is your opportunity to be part of an exciting project implementing a new Human Resource Information Management Solution (HRIMS) Program across ACT Government.

**About Shared Services**

Shared Services employs about 950 staff and provides tactical and transactional holistic ICT, Finance and Human Resources services to ACT Government Directorates.

Shared Services ICT (SSICT) provides a comprehensive range of ICT and allied services to the Directorates. It delivers a modern ICT environment including cloud provision, data centres and an extensive optical-fibre voice and data network backed with high quality server and desktop support. SSICT also provides ICT project management, application development, and teams of staff co-located in directorate locations providing contextual advice and guidance as well as business system support 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.

**What you will do**

You will be responsible for providing business change transition support to change impacted business areas and assist with the development, coordination and delivery of business transformation activities to support the successful implementation of the Human Resources Information Management Solution (HRIMS) business system across the whole of ACT Government. Use your excellent communication skills to contribute as part of a team to deliver effective business change. Review key program products to ensure high quality documentation.

**What you require**

To be successful in this role you will be client focused with excellent customer service principles and practices. You will have experience in applying change and communications practices in an ICT whole of Government project context, the ability to effectively support the development, delivery and implementation of change and communications strategies and plans, manage multiple tasks, have well developed problem solving and organisational skills, effective communication skills both verbal and written, plan tasks in advance and work in a systemic and organised way, and display high quality customer service principles and practices. You will require an understanding of the ADKAR model (or other change management methodology) in achieving change adoption outcomes.

**Note**

These are temporary positions available for a period of 12 months with the possibility of extension and/or permanency.

**How to Apply**

Please review the attached Position Description and apply by emailing the following documents:

You're 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 as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Burnett (02) 6207 9102 sarah.burnett@act.gov.au

**Shared Services**

**Partnership Services**

**Service Desk and Service Support**

**ICT Service Delivery Officer**

**Information Technology Officer Class 2 \$83,135 - \$95,146, Canberra (PN: 05149)**

Gazetted: 31 May 2019

Closing Date: 11 June 2019

Details: Shared Services Partnership Services Group is currently looking for a highly motivated individual with experience in providing first level technical support, mentoring, as well as experience in providing on-site support. You will be responsible for providing and coordinating support to a number of ACT Government Directorates. You will have a strong customer service and team focus including dedication to staff skills development. Please review the position description for further details about the role and the capabilities required to perform the duties and responsibilities of the position. Please take note of the compliance requirements/qualifications to confirm your eligibility 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.

Note: This is a temporary position available for three 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 two pages, contact details for at least two referees and a current Curriculum Vitae. The two page response must be written in the form of a pitch, indicating your capacity to perform the duties and responsibilities (what you will do and what you require). Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability and experience and how they make you the best person for the role.

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

Contact Officer: David Hingston (02) 6205 1269 david.hingston@act.gov.au

## **Shared Services ICT**

### **Strategic Business**

#### **ICT Commercial Services**

#### **Commercial Analysis Officer**

#### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 00968)**

Gazetted: 04 June 2019

Closing Date: 20 June 2019

Do you have the desire to seek out commercial opportunities and are you driven to deliver? Do you enjoy working in a small team and being challenged then this job is for you? Shared Services Information Communication Technology (ICT) Strategic Business is seeking a highly motivated Commercial Analysis Officer.

What you will do

You will be a self-starter who accepts challenges and takes responsibility for delivering outcomes. This role requires a commercial focus, ability to identify opportunities for innovation, and is responsible for providing advice to all levels of management. You will be responsible for administering existing and delivering new Whole of Government ICT contracts for the ACT Government.

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

What you require

To be successful in this role you will, be a self-starter and possess good organisational skills. Manage multiple tasks and display commitment to provide quality customer service. Able to identify solutions and the ability to proactively highlight commercial opportunities. Communicate with all levels of management while contributing collaboratively as part of a multi-disciplinary team.

How to Apply

Please review the attached Position Description and apply by submitting the following documents:

You're current Resume,

A two-page written response to support your application.

In your two page response please include a personal pitch using the STAR (Situation Task Action Result) approach and incorporate answers to the following two evidence-based questions. Use examples that clearly demonstrate your relevant experience, skills, knowledge and behavioural capabilities.

1. Please provide a recent example of where you identified an opportunity for improvement through the efficient management of a contract. (300 words)

2. Describe a situation where you were commended for providing exceptional service to an important stakeholder, overcoming obstacles and delivering the outcome (250 words)

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

Contact Officer: Michelle Walters (02) 6207 5182 michelle.walters@act.gov.au

## **Commercial Services and Infrastructure**

### **Procurement ACT**

#### **PMARS Support Officer**

#### **Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 37740)**

Gazetted: 30 May 2019

Closing Date: 13 June 2019

Details: Procurement ACT is seeking a suitably experienced and motivated candidate to fill the position of Project Management and Reporting System (PMARS) Support Officer in the Procurement Projects Team. The successful candidate will be responsible for providing strategic and operational support to the Senior Project Manager and the Project Director by monitoring and reporting on project performance, assisting with the implementation and operations of the system, including testing. The candidates will also act on behalf of Procurement ACT to maintain the currency of the system and to provide advice and direction on technical issues and training to key stakeholders. Experience in the implementation of project management systems, Financial Management Information Systems (Oracle and SAP) and the ability to translate ICT System processes to non-technical users are essential technical skills for this role. The successful candidate will also be able to liaise with diverse stakeholders 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: This is a temporary vacancy available for immediate start for 12 months with the possibility for permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please provide 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.

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

Contact Officer: JoanneL Gardner (02) 6207 2076 [joannel.gardner@act.gov.au](mailto:joannel.gardner@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**

#### **Salary Packaging**

#### **Salary Packaging Customer Service Officer**

#### **Administrative Services Officer Class 4 \$69,422 - \$75,169, Canberra (PN: 08129, several)**

Gazetted: 03 June 2019

Closing Date: 17 June 2019

Details: An exciting opportunity has become available within the Shared Services Salary Packaging Team. This position supports and provides a suite of salary packaging services to employees of the ACT Government. The successful applicants will be energetic and enthusiastic as you will be responsible for the delivery of accurate, timely, high quality, customer focused, salary packaging services in a small but very busy and dedicated team environment. You should have a commitment to high quality customer service (and patience!), including research and auditing capability, sound attention to detail, accurate and timely data entry capabilities, excellent written and oral communication skills, as well as the aptitude (and attitude!) to quickly learn the benefits of salary packaging and the software solution which supports such services. The successful applicant should also be able to manage and juggle vying priorities to ensure tight deadlines are met.

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



How to Apply: Applicants are asked to submit a written pitch of no more than two pages and a copy of your current Curriculum Vitae with contact details for two referees.

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

Contact Officer: Desley Croker (02) 6205 7634 [desley.croker@act.gov.au](mailto:desley.croker@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.

**Access Canberra**

**Customer Coordination**

**Service Centre**

**Customer Service Officer**

**Administrative Services Officer Class 3 \$62,530 - \$67,296, Canberra (PN: 41309, several)**

Gazetted: 05 June 2019

Closing Date: 19 June 2019

Details: Do you have a passion for delivering exceptional customer service? Does the idea of speaking to people get you out of bed in the morning and keep you excited through the day? Does it give you an adrenalin shot when you have lots to do? Do you want to help make Canberra a better place to live? If so, we want you. We are undertaking a broad recruitment process for positions in our Service Centres for Customer Service Officers. In our Service Centre you will help people get what they need, give them advice on issues as broad as what to do when they move to Canberra, what they can do if their house is haunted, or help them register their baby. 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. Selection may be based on application and referee reports only.

How to Apply: If this sounds like you, shoot through a response to the Selection Criteria (details are in the Position Description) of no more than two page that sets out how you are the best person. Please include the Application Coversheet and your resume. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Jennie Gannon (02) 6207 5137 [jennie.gannon@act.gov.au](mailto:jennie.gannon@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.

**Access Canberra**

**Customer Coordination**

**Contact Centre**

**Customer Service Officer**

**Administrative Services Officer Class 3 \$62,530 - \$67,296, Canberra (PN: 41247, Several)**

Gazetted: 05 June 2019

Closing Date: 19 June 2019

Details: Do you have a passion for delivering exceptional customer service? Does the idea of speaking to people get you out of bed in the morning and keep you excited through the day? Does it give you an adrenalin shot when you have lots to do? Do you want to help make Canberra a better place to live? If so, we want you. We are undertaking a broad recruitment process for positions in our Contact Centre for Customer Service Officers. In our Contact Centre you will help people to get where they need to be, give them advice on issues as broad as where the nearest bus is, what they can do if their house is haunted, or help someone to get the correct approval when they need it. 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. Selection may be based on application and referee reports only. This position is part of an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: If this sounds like you, shoot through a response to the Selection Criteria (details are in the Position Description) maximum two pages, that sets out how you are the best person. Please include the Application Coversheet and your resume. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).  
Contact Officer: Janice Seymour (02) 6205 3900 [janice.seymour@act.gov.au](mailto:janice.seymour@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.

### **Workforce Capability and Governance**

#### **Executive Group Manager, Public Sector Workplace Relations**

#### **Executive Level 2.2 \$266,702 - \$278,260 depending on current superannuation arrangements, Canberra (PN: E714)**

Gazetted: 05 June 2019

Closing Date: 19 June 2019

Details: We are seeking written applications for the position of Executive Group Manager, Public Sector Workplace Relations (Senior Executive Service member) in the Chief Minister, Treasury and Economic Development Directorate.

ACT Public Sector Workplace Relations provides advice to the ACT Government and Directorates on whole of government workplace relations matters. This includes advice on ACTPS wage policy, industrial relations policy and enterprise agreement negotiations strategy.

How to Apply: Interested applicants will submit: a written application addressing the ACT Public Service Executive Capabilities for the position; and a current curriculum vitae including the contact details of two referees.

Applications are to be sent to the contact officer by COB 19 June 2019.

Remuneration: The position attracts a remuneration package ranging from \$266,702 to \$278,260 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$210,138 per annum or \$227,160 from 1 July 2019. From 1 July 2019, the remuneration package will increase, ranging from \$286,648 to \$298,006 depending on the current superannuation arrangements of the successful applicant, which includes a cash component of \$227,160.

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

Contact Officer: Meredith Whitten, Deputy Director-General, Workforce Capability and Governance  
[meredith.whitten@act.gov.au](mailto:meredith.whitten@act.gov.au), (02) 6205 5147.

### **Access Canberra**

#### **Licensing and Registrations**

#### **Gaming, Liquor, Industry and Events**

#### **Senior Director**

#### **Senior Officer Grade A \$143,116, Canberra (PN: 41143)**

Gazetted: 04 June 2019

Closing Date: 18 June 2019

Details: Are you ready to be a 'Top Gun'? The Access Canberra Licensing and Registration Branch is looking for the 'best of the best' to lead, support and pilot our Gaming, Liquor, Industry and Events Licensing team. In this role you sometimes need to fly the plane but that can't happen without a great crew to get you off the ground. Therefore, are looking for someone with a creative mind, strategic decision making skills and a willingness to work hard to take on the role of Senior Director.

As a Senior Director you will have a direct impact on making Canberra a better place to live. You will operate with a high degree of independence and make major contributions to the service delivery and regulatory landscape in the ACT driving major projects and supporting legislative reforms to ensure the safety and liveability of our community. Access Canberra is a straight talking, innovative and exciting place to be and whilst we may sometimes 'buzz the tower' our goal is to continue to help make Canberra an inclusive, liveable, connected city.

Note: We are always ready for take-off and value the input of all our people which why we support workforce diversity and are committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

How to Apply: So if you think you will make a great wingman to the Executive Branch Manager and can support a team through take offs and tail spins then send us a pitch on why you think you're the best person for the job. No

more than two pages because we feel the need, the need for speed. Send in your CV and two page pitch to [jobs@act.gov.au](mailto:jobs@act.gov.au) or for questions about the role, contact Derise Cubin on (02) 6205 3732  
Contact Officer: Derise Cubin (02) 6205 3732 [derise.cubin@act.gov.au](mailto:derise.cubin@act.gov.au)

**Access Canberra**  
**Construction and Utilities**  
**Construction Compliance**  
**Senior Director Construction Compliance**  
**Senior Officer Grade A \$143,116, Canberra (PN: 17465)**

Gazetted: 30 May 2019  
Closing Date: 6 June 2019

Details: If you are interested in raising building quality to make sure Canberrans can find the right place to call home then read on...this could be the job for you. Access Canberra is looking for a highly skilled regulatory practitioner to head up the Construction Compliance family. We are looking for a leader who can motivate their people to achieve successful regulatory outcomes through proactive and reactive engagement with stakeholders. You will know how to use data to make decisions and how to manage risk to drive improvements in the way industry does business. Access Canberra leaders are pretty special; they are creative problem solvers, they take risks and they work together to achieve outcomes. If you are keen to call Access Canberra your new home then please express your interest in this role.

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

How to Apply: Please email your Application Coversheet, resume and one page pitch, addressing the Selection Criteria and tell us why you are the best person for the job to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Ben Green (02) 6207 7387 [ben.green@act.gov.au](mailto:ben.green@act.gov.au)

**Access Canberra**  
**Customer Coordination**  
**Land Titles**  
**Project Manager**  
**Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 44214)**

Gazetted: 03 June 2019  
Closing Date: 10 June 2019

Details: Are you looking for interesting and fulfilling work in a unique government environment where you can see the impact you have on the Canberra community. The Land Titles Office is responsible for registration of all land related transactions pertaining to the purchase and sale of land and properties in the ACT and for maintaining the land titles register under the *Land Titles Act 1925*. As a Project Manager within the Land Titles team you will be responsible for the delivery of the new ACT Land Information System (ACTLIS) using Prince2 and Agile project delivery methodology. Your organisational and decision making skills, including a demonstrated ability to allocate, direct and monitor resources from numerous ACT Government, contractor and integration partner project teams you will ensure this important project is delivered on time. Your application will be assessed against the Selection Criteria of the skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description (attached).

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

How to Apply: Please ring the Contact Officer for a chat and send in your application. Your application should include: your pitch giving us examples that show you have the skills, knowledge and behaviours making you the best person for this role; your current Curriculum Vitae; and contact details of at least two referees. 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)

**Procurement ACT**

## **Operations**

### **Work Health Safety Advisor**

#### **Infrastructure Officer 3 \$104,872 - \$115,121, Canberra (PN: 37382)**

Gazetted: 05 June 2019

Closing Date: 19 June 2019

Details: Procurement ACT is seeking an experienced and motivated candidate to fill a Work Health and Safety (WHS) Advisor role within the Operations team in Procurement ACT. The successful candidate will be a part of a small project team responsible for implementing the ACT Government's Active Certification Policy, WHS reporting and the promotion of WHS and safety practices on ACT Government construction sites. Supporting the Superintendent of Works the WHS Advisor provides guidance and direction for the planning, implementation and operation of WHS on ACT Government construction sites. With limited supervision the WHS Advisor will develop systems, processes and efficient reporting on WHS and compliance to the Active Certification Policy and assist in the evaluation of Tenders against the WHS weighted criteria. Strong communication skills are essential for this role, the successful candidate will be required to liaise at various levels across a range of areas throughout the Government whilst maintaining a high degree of confidentiality and discretion. The candidate will also need to adhere to and promote the principles of the Respect Equity and Diversity (RED) Framework, 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: This is a temporary position available for a period of six months with the possibility of extension. This position will be temporarily filled on a revolving basis to build experience and qualifications in WHS and compliance across the ACT Government. An order of merit list may be established to fill future vacancies at level over the next 12 months.

How to Apply: Applicants should address the Selection Criteria (with a maximum of 300 words per criterion), provide details of two referees and a current Curriculum Vitae.

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

Contact Officer: Michael Whitehouse (02) 6205 3164 michael.whitehouse@act.gov.au

## **Communications and Engagement**

### **Whole of Government Communications**

#### **Senior Graphic Designer**

#### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 30667)**

Gazetted: 03 June 2019

Closing Date: 10 June 2019

Details: Play a key role in the Government's brand and signature public information pieces. The Senior Graphic Designer in the Whole of Government Communications team provides high-quality graphic design services across all channels in a dynamic and high profile corporate environment. Specific duties and Selection Criteria are detailed in the Position Description.

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

How to Apply: Please email the Application Coversheet, your Curriculum Vitae and demonstrate your experience, skills and behaviours in carrying out the duties outlined in the Selection Criteria by providing a one page written response that explains why you are the right person for the job.

Applications should be sent to jobs@act.gov.au.

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

## **Workforce Capability and Governance**

### **Public Sector Management Group**

#### **Workforce Strategies**

#### **Assistant Director**

#### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 11756, several)**

Gazetted: 04 June 2019

Closing Date: 11 June 2019

Details: The Workforce Capability and Governance Division within the Chief Minister, Treasury and Economic Development Directorate is seeking several Senior Policy Officers to join the team to develop whole of government employment policies and programs and implement important governance projects. The successful applicants will have strong research, policy and program development and written skills within a legislative environment, and an ability to work on multiple whole of government projects with limited supervision. The Senior Policy Officers will be responsible for leading the continuation of key projects and deliverables, including the whole of government delegation database project. 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: Qualifications in Law, Public Administration or ICT is highly desirable.

Note: These are temporary positions available for an immediate start for 12 months with the possibility of permanency. These positions are in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. Selection may be based on application and referee reports only.

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

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

Contact Officer: Denise Ernst (02) 6207 5995 [denise.ernst@act.gov.au](mailto:denise.ernst@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)**

### **Strategic Policy**

#### **Strategic Portfolio and Data Excellence**

##### **Senior Project Officer**

##### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 38185, several)**

Gazetted: 03 June 2019

Closing Date: 17 June 2019

Details: The Strategic Policy Division is seeking highly motivated Project Officers to join the Strategic Portfolio and Data Excellence team (SPaDE). SPaDE is responsible for the acquisition, analysis and distribution of the best-possible data to support the design of Community Services Directorate's innovative, evidence-based decisions, policies and practices as well as improve its organisational planning, performance and accountability. The team provides strategic advice to the Executive and Ministers on performance and program issues related to human services portfolio issue. The team also manages coordinates and undertakes the preparation of complex project plans, policies and frameworks, executive briefings and high level correspondence. Successful candidates must have highly proficient writing skills, capable of bringing together multiple sources of data to create a compelling presentation, be adaptive to requests at short notice, and be able to support a team delivering in a dynamic fast paced environment. The role require engagement with other directorates in both a policy context and across the digital agenda of the ACT Government. 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 temporary and/or permanent opportunities over the next 12 months.

How to Apply: Interested applicants are asked to send a copy of their Curriculum Vitae, contact details of two referees and a two-page statement addressing the Selection Criteria (including key examples).

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

Contact Officer: Monica Kempster (02) 6205 1513 [monica.kempster@act.gov.au](mailto:monica.kempster@act.gov.au)

## **Housing ACT**

## **Infrastructure and Contracts**

### **Asset Planning**

#### **Senior Project Officer**

#### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 44218)**

Gazetted: 05 June 2019

Closing Date: 19 June 2019

Details: The Asset Planning team is responsible for the strategic management of the public housing portfolio, in the context of the ACT Housing Strategy and the Public Housing Asset Management Strategy. It has four key functions: strategic portfolio management, design and project management, sales and acquisitions, and community engagement. The team leads Housing ACT's decision-making on the retention, sale and redevelopment of existing properties, as well as the acquisition of land and property. It develops the annual capital program and procures and manages the design and development approval for all relevant projects. A key component of the design process is undertaking community and stakeholder engagement, as well as the necessary project, contract, risk and budget management. Portfolio and design related advice is provided to other business units and stakeholders both within Housing ACT and outside the organisation on matters affecting the public housing portfolio as well as individual properties. The Senior Project Officer is responsible for managing the design works for properties marked for redevelopment as part of the public housing growth and renewal program. It supports the Manager, Project Management and Engagement, by engaging and collaborating with architects and other external stakeholders to provide safe and affordable housing to the Canberra community. The position works closely with various teams throughout Housing ACT to share information, ensuring the project designs meet the changing needs of Housing ACT tenants. 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: Experience in – or a willingness to acquire skills – in Planning, Design and/or Project Management or a related field are desirable but not essential. A current driver's licence is essential.

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

How to Apply: Please provide a copy of your resume and response to the Selection Criteria. Please limit your response to each criterion to 350 words.

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

Contact Officer: Kate Thompson (02) 6207 5440 [kate.thompson@act.gov.au](mailto:kate.thompson@act.gov.au)

## **Housing ACT**

### **Infrastructure and Contracts**

#### **Asset Delivery**

#### **Senior Manager - Asset Delivery**

#### **Senior Officer Grade A \$143,116, Canberra (PN: 04077)**

Gazetted: 30 May 2019

Closing Date: 6 June 2019

Details: The Asset Delivery team is responsible for delivering the annual construction program of new public housing and associated works, in the context of the ACT Housing Strategy and the Public Housing Asset Management Strategy. It leads the project, contract, budget, and risk management for capital projects ranging from single residential dwellings to multi-unit complexes.

The Senior Manager leads the Asset Delivery team and is responsible for delivering the annual construction program and associated works, in the context of the ACT Housing Strategy and the Public Housing Asset Management Strategy. The position is part of Housing ACT's senior management team and works closely with various teams throughout Housing ACT to make a significant contribution to the strategic direction and management of the public housing portfolio.

The position plays a key role in overseeing and modernising work practices to ensure transparency and accountability. The position occupant will be expected to demonstrate strong management and leadership capability, the ability to think strategically in an operational environment and possess excellent interpersonal, organisational and communication skills. The position occupant will manage the strategic direction of the team and deliver capital outcomes consistent with the ACT Housing Strategy and the Public Housing Asset Management Strategy within a human services environment.

Note: This is a temporary position commencing ASAP with the possibility of permanency. Selection may be based on application only.

How to Apply: Interested applicants should provide a current Curriculum Vitae and a written application addressing the Selection Criteria to a maximum of two pages, detailing relevant experience, qualifications and motivation for the role.

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

Contact Officer: Catherine Loft (02) 6207 4592 [catherine.loft@act.gov.au](mailto:catherine.loft@act.gov.au)

## **Strategic Policy**

### **Strategic Portfolio and Data Excellence**

#### **Assistant Manager - Projects**

#### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 43557)**

Gazetted: 03 June 2019

Closing Date: 17 June 2019

Details: The Strategic Policy Division is seeking a highly motivated Assistant Manager to join the Strategic Portfolio and Data Excellence team (SPaDE). SPaDE is responsible for the acquisition, analysis and distribution of the best-possible data to support the design of Community Services Directorate's innovative, evidence-based decisions, policies and practices as well as improve its organisational planning, performance and accountability. The team provides strategic advice to the Executive and Ministers on performance and program issues related to human services portfolio issue. The team also manages coordinates and undertakes the preparation of complex project plans, policies and frameworks, executive briefings and high level correspondence. Successful candidates must have highly proficient writing skills, capable of bringing together multiple sources of data to create a compelling presentation, be adaptive to requests at short notice, and be able to support a team delivering in a dynamic fast paced environment. The role requires engagement with other directorates in both a policy context and across the digital agenda of the ACT Government. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available until 14 February 2020 with possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future temporary and/or permanent opportunities over the next 12 months.

How to Apply: Interested applicants are asked to send a copy of their Curriculum Vitae, contact details of two referees and a two-page statement addressing the Selection Criteria (including key examples).

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

Contact Officer: Monica Kempster (02) 6205 1513 [monica.kempster@act.gov.au](mailto:monica.kempster@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)**

### **Business Services**

#### **Governance and Community Liaison**

##### **Policy Officer**

#### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 28747)**

Gazetted: 03 June 2019

Closing Date: 17 June 2019

Details: The ACT Education Directorate is currently seeking applications from a suitably experienced person to perform the role of Policy Officer within the Directorates Risk Security and Emergency Management Section. The role will be required to support the Directorates Agency Security Advisor (ASA) and section Senior Director in implementing the ACT Government Protective Security Policy Framework, involving the development and implementation of policy and procedures. Assisting the ASA in planning for Emergency and Business Continuity Management activities is also a core function of the role.

Requirements/Other Requirements: A sound knowledge of policy development and highly developed communication skills in both oral and written form would be well regarded.

Note: This is a temporary position available for an immediate start for six months with possibility of permanency. Selection may be based on application and referee reports only.

How to Apply: Please provide: A written response addressing all Selection Criteria, maximum one page per criteria, a Curriculum Vitae and an Application Coversheet. Please provide all correspondence via [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Trevor Cox (02) 6207 1974 [trevor.cox@act.gov.au](mailto:trevor.cox@act.gov.au)

### **School Performance and Improvement**

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

#### **Strategic Implementation Team**

#### **Implementation Support Officer**

#### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 41252)**

Gazetted: 30 May 2019

Closing Date: 13 June 2019

Details: An exciting opportunity exists for an experienced person to fill the role of Implementation Support Officer in the Strategic Implementation Team of the ACT Education Directorate. The Strategic Implementation Team is responsible for driving and embedding the Strategic Plan 2018 - 2021: A Leading Learning Organisation.

The Implementation Support Officer will assist business units responsible for delivering key initiatives under the Strategic Plan. The successful applicant will have experience in government administration and relationship building to ensure effective outcomes. The successful applicant will display high levels of respect, integrity, collaboration and innovation in the workplace and have an ongoing commitment to learning and reflection.

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

Note: This is a temporary position available until 12 June 2020. Applicants should note that a Joint Selection Committee (JSC) will be established in accordance with the collective/enterprise agreement provisions will assess all applications for this position. This selection process is not appealable.

How to Apply: To apply for the position, please provide a resume and statement of response against each of the selection criteria demonstrating how you will bring the public sector values into the role.

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

Contact Officer: Rebecca Layton (02) 6207 3010 [rebecca.layton@act.gov.au](mailto:rebecca.layton@act.gov.au)

### **School Performance and Improvement**

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

#### **Gungahlin College**

#### **Classroom Teacher - Computer Science and another KLA**

#### **Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 43602)**

Gazetted: 30 May 2019

Closing Date: 13 June 2019

Details: Gungahlin College is seeking an enthusiastic and outstanding teacher of Computer Science. The ability to teach advanced programming is essential. The ability to teach another KLA would be highly desirable. The successful applicant will demonstrate an innovative approach to education that encompasses best practice, collaborative teaching and learning, including an ability to teach in open learning spaces and develop connections to future education opportunities.

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 full teaching registration with the ACT Teacher Quality Institute (or eligibility for Teacher registration with the ACT Teacher Quality Institute). A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. 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 permanent full-time position, however part-time applications will be considered.

How to Apply: Complete the Application Coversheet and provide a two page statement of claims based on the Australian Professional Standards for teachers and a Curriculum Vitae.

Contact Officer: Stephannie Dormer (02) 6142 1000 [stephannie.dormer@ed.act.edu.au](mailto:stephannie.dormer@ed.act.edu.au)

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



**School Performance and Improvement  
North Canberra and Gungahlin Network  
Margaret Hendry School  
Support Educator**

**School Assistant 2/3 \$46,929 - \$57,225, Canberra (PN: 41344, several)**

Gazetted: 30 May 2019

Closing Date: 13 June 2019

Details: Margaret Hendry School is a learning community for children aged 4 – 12 years in the ACT. Children are empowered to make decisions about their learning, independently track their progression against the outcomes of the Australian Curriculum and follow lines of inquiry based on passions and interests. We are currently seeking dynamic and responsive educators with demonstrated experience working alongside children to support them to meet their individual learning goals. We are looking for people with diverse skills and talents to support children's developing passions and interests. The successful applicants will demonstrate an ability to establish learning environments that support independent and collaborative inquiry through play-based learning. Educators will work alongside learning coaches to implement learning design for children in multi-age/multistage learning neighbourhoods. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: If you think you are the person we are looking for please provide the Application Coversheet, your resume and your response to the Selection Criteria via [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Kirralee Larkin (02) 6142 2800 [kirralee.larkin@ed.act.edu.au](mailto:kirralee.larkin@ed.act.edu.au)

**School Performance and Improvement  
Tuggeranong Network  
Wanniassa School**

**Principal - Wanniassa School**

**School Leader A \$150,276 - \$180,443, Canberra (PN: 44276)**

Gazetted: 30 May 2019

Closing Date: 13 June 2019

Details: The Education Directorate is seeking a dynamic school leader to build strong community partnerships and engage the community of Wanniassa School. You will need to have high expectations for all and ensure every student knows they matter. The new principal will need to manage the school's resources to ensure the needs of all students are met in a timely way. With a strong focus on equity and inclusion, you will lead a consistent approach to learning across the school, ensuring there is a quality teacher in every classroom. As the leader of the school's executive team, you will collaboratively develop and lead the strategic direction of the school using a distributive model to build the capabilities and effectiveness of the leadership and teaching teams.

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

How to Apply: If you are interested in leading this Canberra public school please send your Curriculum Vitae (two pages) and statement of claims (no longer than six pages) addressing the five leadership capabilities. For more information about this opportunity, please contact the contact officer. In your application, we want to learn about the impact your leadership has had on improving outcomes for students, and what makes you the best person to

be the next principal of Wanniasa School. Your Curriculum Vitae should also include the details of at least two referees.

Contact Officer: Sue Norton (02) 6205 3313 [sue.norton@act.gov.au](mailto:sue.norton@act.gov.au)

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

### **Business Services Division**

#### **Governance and Community Liaison Branch**

#### **Media and Communications Section**

#### **Senior Director, Media and Communications**

#### **Senior Officer Grade A \$143,116, Canberra (PN: 09444, expected vacancy)**

Gazetted: 30 May 2019

Closing Date: 6 June 2019

Details: The Directorate is responsible for delivering educational services to empower each young person in the ACT to learn for life. The Directorate is responsible for the operation of the network of government schools across the ACT and for regulating non-government school and early childhood education providers. Further information about working in the ACT Public Service and the Education Directorate can be found at <https://www.jobs.act.gov.au/about-the-actps> and <https://www.education.act.gov.au/>. Governance and Community Liaison Branch (GCL) forms part of the Business Services Group within the Education Directorate. The Branch is responsible for a range of support services to the Directorate's Minister and Executive, as well as school system. These responsibilities include, broadly: Ministerial, Cabinet and Legislative Assembly liaison; Media and Communications; Reporting; Advice on governance issues; Legal advice and support; Complaints management; Access to information; Registration of non-government schools and home educators; Audit; Risk, Security and Emergency Management. The Senior Director Media and Communication coordinates and facilitates the Directorate's communications, engagement, media and public information activities. This includes the provision of high quality and responsive public information for government initiatives, acting as media spokesperson when required and working collaboratively with the Minister, Senior Executives, officers across the Directorate, ACTPS, and key government and non-government stakeholders. The position is responsible for communications for the Directorate and has oversight of strategic and operational communications, public information and media services for the Directorate.

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

How to Apply: Please provide your Application Coversheet together with a resume and two page pitch addressing the Selection Criteria to: [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Danielle Krajina (02) 6207 2990 [danielle.krajina@act.gov.au](mailto:danielle.krajina@act.gov.au)

### **School Performance and Improvement**

#### **North/Gungahlin Network**

#### **Palmerston District Primary School**

#### **Deputy Principal**

#### **School Leader B \$136,828, Canberra (PN: 23546)**

Gazetted: 31 May 2019

Closing Date: 14 June 2019

Details: Palmerston District Primary School is seeking to fill the role of Deputy Principal. The successful candidate will lead Wellbeing team, including the implementation of Positive Behaviour for Learning (PBL), Social Emotional Learning, Personal and Social Capability development and Cultural Integrity; support the Principal and leadership team in the delivery of PBL across the school; foster relationships with the school community and extending relational approaches to student management, aligned with PBL approach; lead student equity across the school, including students with additional needs, wellbeing and welfare, with learning at the centre to maximise academic and social success in an effective learning environment, support the Principal and leadership team in the development of staff professional practice through the effective delivery of a coaching and mentoring framework with a focus on the delivery of adjustments for learning to support individual learning goals; support the Principal in the strategic and operational leading and managing of the school, including the implementation of the School plan and Annual plan.

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

How to Apply: Please submit your Curriculum Vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and Application Coversheet with two referees.

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

Contact Officer: Kate Smith (02) 6142 1440 [kate.smith@ed.act.edu.au](mailto:kate.smith@ed.act.edu.au)

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

### **School Performance and Improvement**

#### **Student Engagement**

#### **Inclusion and Engagement**

#### **School Leader**

#### **School Leader B \$136,828, Canberra (PN: 36812, several)**

Gazetted: 03 June 2019

Closing Date: 17 June 2019

Details: An exciting leading and teaching opportunity exists for an innovative, high performing School Leader to join the senior leadership team of the Student Inclusion and Engagement section of the Student Engagement Branch. The successful applicant will lead one of the Network Student Engagement Team (NSET), an interprofessional team, consisting of teaching and allied health staff, to provide support to schools, students and families. They will work collaboratively with schools and the Director of School Improvement to provide advice and coordinate supports for schools.

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 ASAP for 12 months with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit your Curriculum Vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and Application Coversheet with two referees.

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

Contact Officer: Jo Monteith 0468 516 979 [jo.monteith@ed.act.edu.au](mailto:jo.monteith@ed.act.edu.au)

### **School Performance and Improvement**

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

#### **Harrison School**

#### **Executive Teacher Society and Culture (HaSS and Arts)**

#### **School Leader C \$117,515, Canberra (PN: 44331)**

Gazetted: 04 June 2019

Closing Date: 18 June 2019

Details: Harrison School is a large, values based, single campus P-10 school in the Gungahlin Network that supports personalised learning through student voice, the effective use of ICT, and flexible learning options. We are committed to developing independent, creative, problem solving, reflective learners who can communicate and collaborate on a global stage. We focus on building positive relationships that underpin collaboration,

differentiation, inclusivity and the provision of effective learning opportunities for our whole community. Our mechanisms for this include a commitment to building teacher and student capacity and a focus on developing literacy across the school. We are seeking a School Leader C to join our dynamic and innovative leadership team in progressing the school's improvement agenda. Specifically, this position is responsible for the continued development of our Senior School (years 7-10) in the HaSS and the Arts teaching and learning team environment. The successful applicant will lead quality teacher practice in line with the Australian Professional Standards for Teachers, have a passion for coaching and mentoring staff and be able to plan for effective professional learning. They will also have expertise in aligning assessment practices with the curriculum and the individual learning progress of students.

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).

How to Apply: Please provide a resume, Application Coversheet and a response to the Selection Criteria addressing all five leadership capabilities (approximately one page per capability). Please forward all applications to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Jacqui Ford (02) 6142 2200 [jacqui.ford@ed.act.edu.au](mailto:jacqui.ford@ed.act.edu.au)

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

## **School Performance and Improvement**

### **Tuggeranong Network**

#### **Namadgi School**

#### **Executive Teacher - Secondary Learning Support Unit**

#### **School Leader C \$117,515, Canberra (PN: 32755)**

Gazetted: 05 June 2019

Closing Date: 19 June 2019

Details: Namadgi School is seeking a motivated, relationship driven Executive Teacher to join our secondary sector. This position is for a School Leader C (SLC) to lead Teaching and Learning in our Secondary Learning Support Unit. Potential applicants should have a sound knowledge of Australian Curriculum with a commitment to meeting the academic and social needs of a very diverse range of learners. They should have a strong knowledge of Disability Support Services and be able to demonstrate their capacity to build effective and supportive relationships with students and their families.

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 asap until 26 January 2020. Selection may be based on application and referee reports only.

How to Apply: Please submit your Curriculum Vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and Application Coversheet with two referees.

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

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

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

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

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

## **Environment**

### **Nature Conservation Policy**

#### **ACT Natural Resource Management**

#### **Aboriginal Education Program Coordinator**

#### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 37387)**

Gazetted: 03 June 2019

Closing Date: 10 June 2019

Details: The Coordinator will oversee the continued development and delivery of the 'Kickstart My Career Through Culture' (Kickstart) program. Kickstart offers a different type of vocational education experience to students, using culture and land management and other areas of learning as a way to re-engage both Aboriginal and non-Aboriginal students in learning, improve school attendance and retention rates, and develop future leaders in the Aboriginal and Torres Strait Islander Community. The Program will also provide tailored support for students to identify further learning or employment options and support transition to employment, training and/or further education. Kickstart is a joint initiative between the ACT Environment and Planning Directorate, Education Directorate, and the Yurauna Centre located in Canberra Institute of Technology. The Coordinator will be based in the Environment and Planning Directorate, but will be required to work in the Education and Training Directorate, and Yurauna Centre from time to time, on an as needs basis.

Note: This is a temporary position available from 20 October 2019 to 30 July 2020 with the possibility of extension up to 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than two pages addressing the Selection Criteria, a current Curriculum Vitae and an Application Coversheet. Please forward your application to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Frank Garofalow (02) 6207 0497 [frank.garofalow@act.gov.au](mailto:frank.garofalow@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**

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

#### **CACHS Medical**

#### **Radiation Oncology**

#### **Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 39533)**

Gazetted: 06 June 2019

Closing Date: 13 June 2019

Overview of the work area and position: The Department of Obstetrics and Gynaecology at Canberra Hospital provides tertiary level obstetrics and gynaecological services to the ACT and surrounding regions. Canberra Hospital has more than 2,800 births per year and is a principal referral centre for high risk pregnancies for the region. It is the only tertiary care perinatal unit between Sydney and Melbourne and has a busy Fetal Medicine Unit. Canberra Hospital's Centre for Newborn Care has over 650 admissions per year. The Department provides gynaecological services to the same region with support for gynaecological oncology from Royal Women's Hospital Randwick. The department has a well supported RANZCOG training programme including those rotated to other metropolitan and rural rotations. There is an active junior doctor programme which is producing quality trainees interested in continuing in Obstetrics and Gynaecology. Involvement in departmental teaching and research is encouraged and supported. 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 - \$330,464

Eligibility/Other Requirements: Mandatory: 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, Faculty of Radiation Oncology or equivalent specialist qualifications. Be registered under the Working for Vulnerable People Act. Desirable: Stereotactic Radiosurgery experience. Please note prior to commencement successful candidates will be required to: Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

Contact Officer: Dr Brandon Nguyen (02) 5124 5191 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606

## **Clinical Services**

### **Women Youth and Children's**

#### **Paediatrics**

#### **General Paediatrics and Paediatric Gastroenterology**

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

**\$164,470 - \$202,960 Senior Specialist \$222,205**

#### **Visiting Medical Officer: Sessional and Fee for Service Rates, Canberra (PN: 28964)**

Gazetted: 06 June 2019

Closing Date: 13 June 2019

Overview of the work area and position: The Division of Women, Youth and Children provides a broad range of primary, secondary and tertiary healthcare services. The provision of services is based on a family-centred, multidisciplinary approach to care in partnership with the consumer and other service providers. Paediatrics at Canberra Hospital (PatCH), collocated within the Centenary Hospital for Women, Youth and Children, can cater for up to 50 inpatients, and has an active medical and surgical day stay and clinical investigation unit, and a busy and growing outpatient department. There is also a tertiary accredited Level 5 NICU. The hospital also offers subspecialty paediatric care in areas of Paediatric Respiratory Medicine, Paediatric Endocrinology and Paediatric Surgery. The Outpatient department includes a range of multidisciplinary clinics and is actively supported by staff specialists and visiting consultants from Canberra and from Paediatric tertiary hospitals in Sydney. There is a Paediatric Surgical Unit that performs a wide range of paediatric and neonatal surgery and is an accredited paediatric surgical training centre. The emergency department for the Canberra Hospital sees over 18,000 paediatric presentations per year and is accredited with the RACP for paediatric basic training and ACEM training. The department has an FRACP training program with a paediatric fellow, 10 registrars, 6 SRMO positions and 5 PGY2 positions. We regularly have candidates undertaking the DCH in preparation for RACP or RACGP training. There is an active junior doctor programme which is producing quality trainees interested in continuing in paediatrics. Involvement in departmental teaching is required and research is encouraged and supported. Canberra Hospital is the only paediatric tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region, serving a population of over half a million. Canberra Hospital is a modern 600-bed hospital providing most major medical and surgical sub-specialty services. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,494 - \$359,948 Visiting Medical Officer Sessional & Fee For Service Rates: Visiting Medical Officer Contracts will be for a 3 year term. The generic VMO contract is available online:

<http://www.legislation.act.gov.au/ni/2013-381/default.asp> Note: Visiting Medical Officer Contracts will be for a 3 year term. The generic VMO contract is available online: <http://www.legislation.act.gov.au/ni/2013-381/default.asp>

Contact Officer: Dr Anne Mitchell, Clinical Director Paediatrics (02) 5124 7607 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606

## **Justice and Community Safety**

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

**ACT Corrective Services**

**Corporate Services**

**Business Performance Unit**

**Senior Data Analyst**

**Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 44150)**

Gazetted: 31 May 2019

Closing Date: 18 June 2019

Details: ACT Corrective Services (ACTCS) is seeking applications from passionate and motivated professionals for the position of Senior Data Analyst with the Business Performance Unit. The Business Performance Unit (BPU) operates in three streams of work providing support to the Custodial Operation, Community Corrections Operations and, Data Administration and Transformation agendas of the organisation. BPU delivers high quality information, in a timely fashion to support key decision of the organisation, the broader correctives agenda and contributes to national and international reporting and standards setting. The successful applicant will undertake quality assurance for all ongoing and ad-hoc reports to ensure accurate data/information is reported in a timely manner while maintaining the processes and forms for all data requests and information delivery mechanisms. You will also manage the storage of ACTCS's data sets, reports and statistical information and ensure accurate, timely and secure dissemination of such information. In addition, you will contribute to the current and emerging projects undertaken by and in relation to ACTCS operations including and not limited to undertaking work on forecasting, creating operational registers, contributing to the development of custodial operations KPIs and implementing efficiencies in data assets. Further to this, you will address data or report related questions and requests from other business units within ACTCS and external stakeholders based on proven data investigation and findings. 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 and those who identify as LGBTIQ are encouraged to apply.

Qualifications/Other requirements: Experience in SQL and MS Excel is highly desirable. The successful candidate may be required to undergo a criminal record check. Current Driver's Licence. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

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

Contact Officer: Sachind Naidu (02) 6207 3875 [sachind.naidu@act.gov.au](mailto:sachind.naidu@act.gov.au)

**ACT Corrective Services**

**Executive Support and Governance**

**Quality Assurance Team**

**Senior Quality Assurance Officer**

**Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 13889)**

Gazetted: 03 June 2019

Closing Date: 17 June 2019

Details: ACT Corrective Services (ACTCS) is seeking for an experienced and motivated individual to join the Quality Assurance Team as the Senior Quality Assurance Officer. The Quality Assurance Team is responsible for providing information and advice to the ACTCS Executives concerning the delivery of compliance, safety and effectiveness throughout ACTCS. The successful applicant will assist with the development and implementation of the ACTCS Quality Assurance and Risk Management Framework. You will also prepare a range of high quality written documentation and advice to ACTCS Executives regarding assurance activities outcomes and business processes and operational improvements. In addition, you will work collaboratively with business units building staff capacity and knowledge of risk for effective and efficient service delivery. You will also undertake a range of quality assurance and risk management activities to ensure ACTCS processes are consistent. To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate a high level

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

Eligibility/Other Requirements: Relevant tertiary qualifications or demonstrated experience is essential. The successful candidate will be required to undergo a Police check. A current driver's licence is required. The successful applicant will be required to work regularly within a custodial environment. 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).

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

Contact Officer: Craig Cuttance (02) 5124 9787 [craig.cuttance@act.gov.au](mailto:craig.cuttance@act.gov.au)

## **Corrective Services**

### **Corporate**

### **Business Performance Unit**

### **Data Analyst**

### **Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 44151)**

Gazetted: 31 May 2019

Closing Date: 18 June 2019

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to fill the position of Data Analyst with the Business Performance Unit. The Business Performance Unit (BPU) operates in three streams of work providing support to the Custodial Operation, Community Corrections Operations and, Data Administration and Transformation agendas of the organisation. The BPU delivers high quality information, in a timely fashion to support key decision of the organisation, the broader correctives agenda and contributes to national and international reporting and standards setting. The successful applicant will assist in delivering data requirements in relation to ACTCS operations, designing data collections or using ACTCS administrative data for statistical purposes and meeting output requirements. You will also extract and cleanse data for statistical reporting using SQL Server Management Studio and Excel. In addition, you will interpret statistical analysis for policy development and decision making. You will also address ad-hoc requests and contribute to work on the current and emerging projects within ACTCS. Further to this, you will access and analyse the 'Sensitive' and 'Sensitive: Personal' information for reporting purposes and promote the secure handling/sharing of this information in accordance with ACT Government's Protective Security Policy Framework (2017). 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) Statement of claims against specified Selection Criteria; 2) a current resume; 3) the names and contact details of two referees (one should be a current Supervisor/Manager); and 4) a copy of your current driver's licence. Please ensure you submit all four items. *Applications should be submitted via the Apply Now button below.*

Contact Officer: Sachind Naidu (02) 6207 3875 [sachind.naidu@act.gov.au](mailto:sachind.naidu@act.gov.au)

## **ACT Corrective Services**

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

### **Community Operations**

### **Bail Officer**

### **Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 11241)**

Gazetted: 05 June 2019

Closing Date: 19 June 2019

Details: ACT Corrective Services (ACTCS) is seeking a motivated and conscientious person, to fill the role of Bail Officer within Community Corrections and Release Planning. Under the direction of the Team Leader, the successful applicant will be responsible for managing the compliance of individuals subject to supervised bail orders, in accordance with Court ordered bail conditions, with the objective of reducing risk to the community. The



successful applicant will also manage appropriate breach action in response to non-compliance and provide written and verbal reports and advice to Courts and stakeholders as required. In addition to this, you will also consult with community and government agencies and representatives to assist with best practice risk management and maintain accurate administrative records including case notes, e-records, databases and official files. To be successful in this role you will be able to display high level communication skills and demonstrate a capacity to work as part of a team. You will also possess excellent time management skills and a demonstrated ability to manage personal work priorities, in addition to displaying probity and ethical behaviour. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: A current driver's licence, and a willingness/ability to drive within ACT, is essential. The successful candidate may be required to undergo a criminal record check. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required.

For further information on Working with Vulnerable People registration refer to -

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

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

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

Contact Officer: Alexandra Candy (02) 6207 8417 [alexandra.candy@act.gov.au](mailto:alexandra.candy@act.gov.au)

## **Public Trustee and Guardian**

### **Office Services Unit**

#### **HR and Administration Officer**

#### **Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 43920)**

Gazetted: 03 June 2019

Closing Date: 17 June 2019

Details: The Public Trustee and Guardian (PTG) has a vacancy for a suitably experienced person to perform the HR and personnel role in our dynamic Office Services Unit. The successful applicant will support the Manager of the Office Services Unit to maintain and coordinate PTG's overall administrative operations including recruitment, human resources, personnel and staff movements, workplace relations resource management and Ministerial correspondence.

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: 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: All applications should include a two page written response to the professional and behavioural capabilities, resume and two referees.

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

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

## **ACT Corrective Services**

### **Executive Support and Governance**

#### **Quality Assurance Team**

#### **Quality Assurance Officer**

#### **Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 36509)**

Gazetted: 03 June 2019

Closing Date: 17 June 2019

Details: ACT Corrective Services (ACTCS) is seeking for a highly motivated and conscientious individual to join the Quality Assurance Team as a Quality Assurance Officer. The Quality Assurance Team is responsible for providing information and advice to the ACTCS Executives concerning the delivery of compliance, safety and effectiveness throughout ACTCS. The successful applicant will provide administrative support for the Quality Assurance Team to

ensure processes are adequate, compliant and consistent with legislative and policy requirements. You will also assist with the preparation and undertaking of audit and assurance activities through research and analysis. Further to this, you will review and monitor the implementation of risk treatments across ACTCS and provide advice to the ACTCS Executive on the findings. You will also undertake objective assessments of operational processes to identify best practice outcomes and areas of improvement. In addition, you will work collaboratively with business units to ensure positive engagement in assurance activities that building staff capacity and knowledge of risk, for effective and efficient service delivery. To be successful, you will demonstrate strong administrative capability, have the ability to think and act in a busy environment, possess excellent interpersonal, organisational and communication skills. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Relevant qualifications, demonstrated experience and/or a proven willingness to work in quality assurance or risk management fields is essential. The successful candidate will be required to undergo a Police check. Current Driver's Licence. The successful applicant will be required to work regularly within a custodial environment. 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).

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

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

Contact Officer: Craig Cuttance (02) 5124 9787 [craig.cuttance@act.gov.au](mailto:craig.cuttance@act.gov.au)

## **Corporate**

### **People and Workplace Strategy**

#### **Manager Safety Health and Wellbeing Team**

#### **Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 11102)**

Gazetted: 31 May 2019

Closing Date: 7 June 2019

Details: The Manager of the Safety Health and Wellbeing Team provides specialist advice in fostering and maintaining a safety and wellbeing culture by assisting and supporting the Directorate with the Work, Health and Safety (WHS) Management System, wellbeing initiatives and activities. The occupant will provide operational assistance, advice and support to the Directorate's Senior Leadership group and line managers in the management of Safety, Health and Wellbeing. To be successful in this role, you will need to be highly organised, self-motivated, proactive and responsive to business needs and requirements. You will show initiative and possess sound judgement to develop productive working relationships with a range of internal and external stakeholders.

Eligibility/Other Requirements: Tertiary qualifications in Work, Health and Safety highly desirable with five or more years in operational experience. Lead Auditor WHS Management Systems and/or Certificate IV in Training and Assessment is also desirable.

Note: This position is being re-advertised. Previous applicants will be considered and need not reapply. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide your resume and a two page pitch addressing the Selection Criteria. In your pitch, you will tell us how you meet the Behavioural Capabilities, Professional/Technical skills and knowledge components of the role.

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

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

## **ACT Corrective Services**

### **Programs and Reintegration**

#### **Throughcare**

#### **Throughcare Co-ordinator**

**Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 31523)**

Gazetted: 05 June 2019

Closing Date: 12 June 2019

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated and suitable individuals to join the Throughcare Unit as the Throughcare Coordinator. The Throughcare Unit is tasked with supporting ex-detainees from the Alexander Maconochie Centre (AMC) who are returning to the ACT Community for up to 12 months post release. The primary function of the Throughcare program is to reduce the likelihood of detainees reoffending through coordinating existing supports and services to assist ex-detainees integrate into the community as positive contributors. The successful applicant will coordinate and broker supports for participants ensuring a positive approach to enhancing re-integrative activity and oversee the development and review of case management strategies to ensure the delivery of high quality interventions. In addition, you will develop and maintain effective and productive relationships with a wide range of internal and external stakeholders and service providers while representing ACTCS effectively in a wide range of community and government forums. You will also contribute to the effective management and allocation of resources (both human and financial) of the Throughcare Unit to ensure that objectives are met. Further to this, you will identify and provide advice on new and emerging strategic issues that impact on the operating environment, contribute to projects and ongoing initiatives including the implementation and periodic review of Throughcare Initiative policies, procedures, contracts, agreements and services. To be successful, you will be expected to demonstrate strong administrative capability, have the ability to think and act in a busy operational environment and possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Relevant tertiary qualifications and/or equivalent correctional experience are desirable. A current driver's licence is desirable. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position available for 12 months with possibility of permanency. Eligible applicants may be required to undertake psychological aptitude testing as part of the assessment process.

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

Contact Officer: Robyn Henderson (02) 6205 0417 [robyn.henderson@act.gov.au](mailto:robyn.henderson@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)**

**Suburban Land Agency**

**Governance**

**Governance and Reporting Manager**

**Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 44249)**

Gazetted: 04 June 2019

Closing Date: 11 June 2019

Details: The Suburban Land Agency (SLA) is seeking an excellent communicator with strong organisational, analytical and reporting skills to join our team. The position will manage annual, quarterly and monthly reporting (including the Annual Report and Statement of Intent); and provide governance and administrative support to SLA and the SLA Board.

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 email to [jobs@act.gov.au](mailto:jobs@act.gov.au): an Application Coversheet, a written application of no more than two pages, addressing the Selection Criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Contact Officer: Sally Gilbert (02) 6205 9980 [sallyl.gilbert@act.gov.au](mailto:sallyl.gilbert@act.gov.au)

### **Canberra Health Services**

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

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

#### **Clinical Services**

##### **Chief of Clinical Operations**

##### **Territory Wide Surgical Services**

##### **Surgery Access Nurse**

##### **Registered Nurse Level 2 \$91,910 - \$97,413, Canberra (PN: 36794)**

Gazetted: 06 June 2019

Closing Date: 18 June 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.

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

Territory Wide Surgical Services forms part of the Clinical Operations Division within Canberra Hospital and Canberra Health Services and supports the provision of effective public surgical services in ACT public hospitals. The role of the Territory Wide Surgical Services Team is to establish, review and update policy that governs the management of elective surgery for ACT public hospitals. The service also provides support for initiatives to improve the efficiency and effectiveness for elective surgery including managing access to surgery through the Central Waitlist Service and the Telephone information Service.

A key strategic priority for this service is to deliver timely access to effective and safe hospital care. Therefore another key role of this service is to work collaboratively with all hospitals to develop and implement Territory Wide initiatives that are aimed at improving access to elective surgery and services.

Overview of the work area and position:

The Territory Wide Surgical Services Team is seeking applications from highly motivated and organised individuals interested in joining a dynamic team who are leading new surgery initiatives across the Territory. This exciting opportunity includes assisting in the management of patients waiting for elective surgery in the ACT. The successful applicant will be customer focused and possess excellent communication, interpersonal and problem solving skills required to respond to consumers relating to the Elective Surgery Waiting List.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Advanced knowledge and experience within a surgical area

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.

Contact Officer: Jelena Gissane (02) 5124 9035 [jelena.gissane@act.gov.au](mailto:jelena.gissane@act.gov.au)

#### **Clinical Services**

##### **Rehabilitation, Aged and Community Services**

## **Community Care Program**

### **Occupational Therapist**

**Health Professional Level 3 \$90,876 - \$95,756 (up to \$100,505 on achieving a personal upgrade), Canberra (PN: 28443)**

Gazetted: 06 June 2019

Closing Date: 19 June 2019

#### 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. 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.

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

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

RACS services work collaboratively with the individuals, his/her carers and other services within and external to Canberra Health Services.

#### Overview of the work area and position

Community Care Occupational Therapy services are offered from community health centres and in patient homes across the ACT. The service provides assessment and intervention relating to assistive technology and home modifications for patients aged 18+ years. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. Community Care Occupational Therapy also provides services for the National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

The Occupational Therapist role is responsible for the provision of high-quality Occupational Therapy services, clinical assessments and interventions to the ACT community. Promoting positive client outcomes through the provision of high-quality clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team.

#### Eligibility/Other Requirements

##### *Mandatory:*

Be registered or eligible for registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA).

Current driver's licence.

##### *Desirable:*

Previous experience as an Occupational Therapist within a Community setting.

*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*.

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

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

**Note**

This is a temporary position available for 12 months. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Belinda Renzi (02) 5124 1212 belinda.renzi@act.gov.au

**Clinical Services**

**Rehabilitation Aged and Community Care**

**Community Care**

**Podiatrist**

**Health Professional Level 3 \$90,876 - \$95,756 (up to \$100,505 on achieving a personal upgrade), Canberra (PN: 20897)**

Gazetted: 06 June 2019

Closing Date: 21 June 2019

**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.

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

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

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

**Overview of the Work Area and Position**

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

The Podiatrist is responsible for the provision of high-quality clinical assessments and interventions in the outpatient setting. This involves, promoting positive client outcomes through the provision of high-quality clinical

services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team.

Eligibility/Other Requirements

Mandatory:

Degree in Podiatry, or recognised equivalent

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

Desirable:

Current unrestricted Drivers licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

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

Note

This is a temporary position available for 12 months. An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be based on application and referee reports only.

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

## **Clinical Services**

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

#### **Adult Mental Health Services**

##### **Administrative Assistant**

##### **Administrative Services Officer Class 4 \$69,422 - \$75,169, Canberra (PN: 17240)**

Gazetted: 06 June 2019

Closing Date: 4 July 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

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) is a contemporary evidence based service providing high quality mental health care that is guided by principles of recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. It is expected that in this position you will provide high level administrative support, including all aspects of Calendar and Inbox management, to assist in the strategic and operational processes required for the Operational Director and Clinical Director to undertake their accountabilities.

This also includes the provision of high quality customer service to the consumers and staff of MHJHADS. You may be required to work at various sites, including but not limited to, 1 Moore Street.

You will report to the Operational Director of Adult Acute Mental Health Services and provide administrative support to both the Operational Director and Clinical Director of the Adult Acute Mental health Services program.

Eligibility/Other Requirements:

Mandatory:

Current Driver's license

Desirable:

Certificate or Qualification (or working towards) in Office/Business Administration

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check

Contact Officer: Helen Braun (02) 5124 1623 helen.braun@act.gov.au

## **Clinical Services**

**Cancer Ambulatory and Community Health Support**

**Canberra Region Cancer Centre (CRCC)**

**Administration Officer**

**Administrative Services Officer Class 4 \$69,422 - \$75,169, Canberra (PN: 18172, several)**

Gazetted: 06 June 2019

Closing Date: 19 June 2019

**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.

An exciting opportunity exists for highly motivated and organised individuals with a high passion for high quality administrative support and customer service, with the possibility of extension or permanency. The Service Coordinator will form part of the Cancer Administrative Leadership Team and will be responsible for coordinating support to one of four clinical streams within the Cancer Services.

**Overview of the work area and position**

Cancer Services are divided into four clinical streams: Medical Oncology, Radiation Oncology, Haematology and Immunology. Each of the clinical streams is supported by a Service Coordinator. The Service Coordinator will be responsible for leading a small team in providing director support to the clinical director and stream and liaising with other relevant administration staff across the Centre in ensuring the provision of high quality administrative support to clinicians in achieving customer focuses patient care.

**Eligibility/Other Requirements**

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check

Contact Officer: Caroline McIntyre (02) 5124 8536 caroline.mcintyre@act.gov.au

**Clinical Services**

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

**Adult Mental Health Services**

**Registered Nurse**

**Registered Nurse Level 1 \$66,185 - \$88,410, Canberra (PN: 13794, several)**

Gazetted: 06 June 2019

Closing Date: 20 June 2019

**Details: About us:**

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

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

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

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

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

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

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

Mental Health, Justice Health, Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery.

The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

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



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

Overview of the work area and position:

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

The Adult Mental Health Unit (AMHU) is a 37 bed acute inpatient unit for people with acute mental health issues. The service aims to provide collaborative care involving the person, their carers and other key services. The Mental Health Short Stay Unit (MHSSU) is a sub-acute 6 bed inpatient unit located in the Emergency Department for people requiring extended mental health assessment and or treatment initiation.

At this level it is expected that you will provide, under limited supervision, high quality clinical nursing skills and care to achieve sound recovery outcomes. It is also an expectation that you will contribute to the multidisciplinary team, and support the senior nurses, Clinical Nurse Consultant and Assistant Director of Nursing in change processes. You will be required to undertake professional development, supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements:

Mandatory:

Current registration or eligibility for un-conditional registration, without notations or conditions on practice with the Nursing and Midwifery Board of Australia through the Australian Health Practitioner Regulation (APHRA).

Desirable:

Post Graduate Qualification in Mental Health Nursing

Recent nursing experience within an acute mental health setting.

Current driver's licence

Prior to commencing in this role:

Undergo a pre-employment Police check.

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

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

Note:

This is a full-time position working a rotating shift roster, including night shifts.

Contact Officer: Monique Fielder (02) 5124 5452 [monique.t.fielder@act.gov.au](mailto:monique.t.fielder@act.gov.au)

## **Clinical Services**

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

#### **Adult Mental Health Unit**

##### **Exercise Physiologist**

**Health Professional Level 2 \$64,347 - \$88,335, Canberra (PN: 32027, expected vacancy)**

Gazetted: 06 June 2019

Closing Date: 11 June 2019

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.

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

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

Adult Acute Mental Health Services;

Adult Community Mental Health Services;

Alcohol and Drug Services;

Child and Adolescent Mental Health Services (CAMHS);

Justice Health Services; and

Rehabilitation and Specialty Mental Health Services.

Overview of the work area and position

Dhulwa Mental Health Unit (DMHU), the Extended Care Unit (ECU) and the Adult Mental Health Unit (AMHU) provides high quality inpatient mental health care to people from 18 to 65 years of age. The service aims to provide collaborative care involving the person, their carers and other key services.

The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility providing 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients.

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

The Adult Mental Health Unit (AMHU) is an acute inpatient unit for people experiencing moderate to severe mental health illness or mental health disorders providing contemporary evidence based service, guided by the principles of recovery.

The Exercise Physiologist will provide individualised assessments and exercise programs to complex mental health consumers with/without chronic health conditions across several units under limited supervision. In this role you will contribute clinical expertise to the multidisciplinary team, assist and contribute to the service development and therapy processes and support health promotion strategies across several unique mental health environments within Canberra Health Services.

This position will work across three main facilities within the division of Mental Health Services. The position will report to both the SMHU and the AMHU Therapy Managers. Professional and clinical supervision for this position will be provided by the Exercise Physiology Department.

Eligibility/Other Requirements

*Mandatory:*

Exercise/Sports Science degree (or equivalent) from a recognised tertiary institution.

Current accreditation with Exercise and Sports Science Australia (ESSA).

Minimum 12 months paid work experience, post qualification, in a related/relevant organisation/service.

Current Driver's Licence.

*Desirable:*

Experience in working with adult patients with moderate to severe mental health conditions in inpatient units that include acute, rehabilitation and/or forensic.

*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 diseases.

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

Note

Selection may be based on written application and referee reports only. This position may be required to participate occasionally in extended hours or weekend or holiday work.

Contact Officer: Roz Fitzgerald (02) 5124 5401 roz.fitzgerald@act.gov.au

## **Clinical Services**

### **Pathology**

#### **Anatomical Pathology**

##### **Scientific Officer, Anatomical Pathology**

**Health Professional Level 2 \$64,347 - \$88,335, Canberra (PN: 21309, expected vacancy)**

Gazetted: 06 June 2019

Closing Date: 18 June 2019

Details: About us

Canberra Health Services 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, 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

ACT Pathology is a division of Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, 365 days per year. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Anatomical Pathology Department routinely operates Monday – Friday. It encompasses Histology, Cytology, Electron Microscopy, Mortuary and Administration (medical secretaries).

Eligibility/Other Requirements:

Mandatory:

Bachelor of Medical Science or equivalent relevant qualification.

Desirable:

Experience of one to two years working in a clinical Anatomical Pathology Laboratory would be advantageous.

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 an expected temporary position available for up to 12 months with the possibility of extension and/or permanency. Applicants may be short listed on the basis of written applications and referee reports, which should address the Selection Criteria. A current Curriculum Vitae should also be submitted. A merit list will be created to fill positions that may become available over the next 12 months. The successful candidate may be required to participate in the on-call roster.

Contact Officer: Mark Koina (02) 5124 2871 mark.e.koina@act.gov.au

## **Clinical Services**

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

#### **Adult Community Mental Health**

##### **Clinical Manager**

**Health Professional Level 2 \$64,347 - \$88,335, Canberra (PN: 21963)**

Gazetted: 06 June 2019

Closing Date: 19 June 2019

About us

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

CHS administers a range publicly funded health facilities, programs and services including but not limited to: The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

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

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

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

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

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

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

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

Overview of the work area and position

The allied health position is based in the Woden Mental Health Team, a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). Allied health staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan.

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

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

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

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

The role involves participating in a team to produce quality outcomes for the Canberra community, discussing planned care interventions in a multidisciplinary environment. This role will involve computer and phone work as well as face to face contact with persons from the community. There may be some driving involved in this role.

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

The successful applicant will be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. Importantly the new MoC will allow greater opportunity for clinicians' to deliver discipline specific interventions, with case-loads reflecting strengths based models of care.

The position reports to a Team Leader who is based on site in the health centre and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants).

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

Eligibility/Other Requirements

*For Occupational Therapy:*

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

Eligibility for professional membership of Occupational Therapy Australia

HP2: Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service

*For Psychology:*

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

HP2: Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service

*For Social Work:*

Degree in Social Work

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

Registration under the *ACT Working with Vulnerable People Act 2011*

HP2: Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service

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

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

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

Undergo a pre-employment Police check.

Hold current driver's licence.

Contact Officer: Mathew Hunstone (02) 5124 1190 [mathew.hunstone@act.gov.au](mailto:mathew.hunstone@act.gov.au)

## **Infrastructure Management and Maintenance**

### **Operational Support**

#### **Security and Emergency Preparation**

#### **Client Services Officer**

#### **Administrative Services Officer Class 2/3 \$55,189 - \$67,296, Canberra (PN: 25142, several)**

Gazetted: 06 June 2019

Closing Date: 18 June 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

Client Services Security and Emergency is a section of Infrastructure Management and Maintenance.

Under general direction of the relevant business unit Manager/Supervisor, the Client Services Officer provides exceptional customer service, incorporating our core values, Care, Collaboration, Excellent and Integrity, for Client Services business units.

Eligibility/Other Requirements

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note:

These are temporary positions commencing on the 30 June 2019 until 30 June 2020. The Client Service Officer is required to work shift work as some business units operate seven days a week with rotating shifts, including weekend work. New employees commence as an Administrative Service Officer Grade 2, then can apply to be assessed as competent to be paid as an Administrative Service Officer Grade 3 after 12 months full-time equivalent employment.

Contact Officer: Isabel Massey (02) 5124 4228 isabel.massey@act.gov.au

## **Clinical Services**

### **Rehabilitation, Aged and Community Services**

#### **RACS Nursing**

##### **11B Activities Officer**

##### **Allied Health Assistant 2 (Qualified) \$52,116 - \$58,024, Canberra (PN: 24269)**

Gazetted: 06 June 2019

Closing Date: 18 June 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:

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. A number of RACS work collaboratively with the individuals, his/her carers and other services within and external to ACT Health.

The Acute Care of Elderly Unit at Canberra Hospital provides specialist inpatient geriatric services for the acutely unwell elderly. The Activities Program provides a wide range of interesting activities that consider the patients' needs, age, interests and level of ability. The aim is to help maintain a balance of socialisation, physical activity, encourage creativity and to stimulate the mind with diversional activities. As part of a rehabilitation program patients are expected to attend and participate in daily group activities that are held on the unit.

Under supervision of a Registered Nurse, the Activity Officer is responsible for providing individual and group social programs to frail elderly and patients with dementia.

Eligibility/Other Requirements:

Mandatory:

Certificate IV (or equivalent) in Ageing Support or Diversional Therapy

Desirable:

Current Drivers Licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

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

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

Contact Officer: Mercy Lukose (02) 5124 3489 mercy.lukose@act.gov.au

**Clinical Services**

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

**Justice Health Services**

**Allied Health Assistant**

**Allied Health Assistant 2 (Qualified) \$52,116 - \$58,024, Canberra (PN: 37463, several)**

Gazetted: 06 June 2019

Closing Date: 20 June 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 Justice Health Services, Dhulwa Mental Health Unit (DMHU) and the Extended Care Unit (ECU) provides high quality inpatient mental health care to people from 18 to 65 years of age.

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

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

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

In this position the Allied Health Assistant Level 2 (AHA 2), under minimal supervision, will provide quality services to assist the Allied Health team to deliver diversionary activities for people within a therapeutic rehabilitation environment. All staff of the DMHU are required to undertake professional development activities, and participate in supervision, quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements:

Mandatory:

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

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

Current drivers licence.

Desirable:

Relevant experience in Mental Health

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check

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

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

Note:

This recruitment is for a permanent position however there are several temporary positions also available. All positions involve shift work over a seven day period.

Contact Officer: Tasha Lutz (02) 5124 1863 tash.lutz@act.gov.au

## **Clinical Services**

### **Medicine**

#### **Acute Support Service**

##### **Senior Dietitian**

#### **Health Professional Level 4 \$104,630 - \$112,626, Canberra (PN: 20802)**

Gazetted: 06 June 2019

Closing Date: 18 June 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 University of Wollongong, Australian National University, the University of Canberra and the Australian Catholic University.

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

The Nutrition Department, is primarily responsible for the management of core functions and provision of Nutrition based allied health services within Canberra Health Services. Services include;

Clinical Dietetic Services to:

Inpatients on the University of Canberra Hospital and Canberra Hospital Campuses including the Centenary Hospital for Women and Children and the Adult Mental Health Unit

Outpatients requiring specialist care from the ACT and regional NSW

Operation of centralised Special Diet Service

Operation of Infant Feeding Service

Coordination of ACT Health Clinical Education Program for Nutrition and Dietetic students from various local universities

Food Service governance activities in partnership with the Canberra Hospital Food Service Department

Under the direction of the Manager Nutrition, the Senior Dietitian is responsible for the provision of clinical dietetic services across the Canberra Hospital Campus. This involves liaising across the Canberra Hospital Campus, partaking in service improvement and quality assurance initiatives and contributing to the supervision and training of fellow Health Professionals and Students.

Canberra Health Services is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions.

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

**Mandatory:**

Hold an undergraduate or postgraduate qualification in Nutrition and Dietetics or equivalent.

Member (or eligibility for membership) of the Dietitian's Association of Australia.

**Desirable:**

Current Driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check;

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



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

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 position available for eight months with the possibility of extension. This position is part-time at 14:42 hours per week and the full-time salary noted above will be pro-rata. The Senior Dietitian role is required to participate in an after-hours roster, including potential for weekend and public holiday work.

Contact Officer: Andrew Slattery (02) 5124 2544 [andrew.slattery@act.gov.au](mailto:andrew.slattery@act.gov.au)

**Clinical Services**

**Medicine**

**Acute Support Service**

**Clinical Educator - Nutrition**

**Health Professional Level 4 \$104,630 - \$112,626, Canberra (PN: 43909)**

Gazetted: 06 June 2019

Closing Date: 18 June 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 University of Wollongong, Australian National University, the University of Canberra and the Australian Catholic University.

**Overview of the Work Area and Position**

The Nutrition Department, is primarily responsible for the management of core functions and provision of Nutrition based allied health services within Canberra Health Services. Services include;

Clinical Dietetic Services to:

Inpatients on the University of Canberra Hospital and Canberra Hospital Campuses including the Centenary Hospital for Women and Children and the Adult Mental Health Unit

Outpatients requiring specialist care from the ACT and regional NSW

Operation of centralised Special Diet Service

Operation of Infant Feeding Service

Coordination of ACT Health Clinical Education Program for Nutrition and Dietetic students from various local universities

Food Service governance activities in partnership with the Canberra Hospital Food Service Department

You will possess excellent clinical knowledge and skills across a range of settings and a passion for teaching and training. The role coordinates the clinical education program for student Dietitians and Nutrition Assistants as well as supporting new graduate Dietitians. The position links to both the senior Nutrition and Dietetics team and to the dedicated Clinical Educator team. You will provide clinical dietetic services across the Canberra Hospital Campus and contribute to service improvement and quality improvement/quality assurance activities of the department.

Canberra Health Services is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions.

Eligibility/Other Requirements:

Mandatory:

Hold an undergraduate or postgraduate qualification in Nutrition and Dietetics or equivalent.

Hold the Accredited Practising Dietitian (APD) credential.

Be registered under the *Working for Vulnerable People Act*.

Current Driver's licence.

Desirable:

Relevant Education/Clinical Education qualification or commitment to undertaking further qualification/s in Education.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check;

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

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

Note:

This position is temporary part-time at (18:375) hours per week and the full-time salary noted above will be pro-rata. This position is available for 23 months. This position may be required to participate in overtime and on call duty. This position is based at the Canberra Hospital however some travel to work across Canberra Health Services sites will be required. Travel to external university sites may be required.

Contact Officer: Andrew Slattery (02) 5124 2544 [andrew.slattery@act.gov.au](mailto:andrew.slattery@act.gov.au)

## **Clinical Services**

### **Clinical Support Services**

#### **Pharmacy**

##### **Lead Aseptic and Production Pharmacist**

**Health Professional Level 4 \$104,630 - \$112,626, Canberra (PN: 29898)**

Gazetted: 06 June 2019

Closing Date: 21 June 2019

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

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

Under the broad direction of the Director and Deputy Directors of Pharmacy, the Lead for Aseptic and Production Services will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centred service.

Eligibility/Other Requirements

*Mandatory:*

Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia.

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

*Desirable:*

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

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

Undergo a pre-employment Police check.

Comply with CHS credentialing for Allied Health professionals.

Provide a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in CHS facilities, the person occupying this position will be required to comply with CHS credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

Note

It is expected that this position will have a 0.5 FTE load working within one of the pharmacy production units, with the other listed duties making up the remaining 0.5 FTE.

Contact Officer: Daniel Lalor (02) 5124 2121 [daniel.lalor@act.gov.au](mailto:daniel.lalor@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>**

### **Innovation**

#### **Innovation Executive**

#### **Health System Planning and Evaluation**

#### **Senior Manager**

#### **Senior Officer Grade A \$143,116, Canberra (PN: 44244)**

Gazetted: 06 June 2019

Closing Date:

About us

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

The ACT Health Directorate 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.

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

The Health System Planning and Evaluation Group is comprised of health service planning, program management and project support for Territory-wide initiatives as well as development and management of funding agreements with non-government organisations.

Overview of the work area and position

The Health System Strategies and Program Support branch works across the health sector with public, private and non-government service providers and consumers to:

Identify health service needs

Undertake analysis of health status information, service activity, clinical trends and technology mapping to inform service development including capital planning

Support and drive major health service redesign initiatives across the territory

Provide a program management office function for ACT Health Directorate and Territory wide projects including project assurance, monitoring and reporting, development of project management capability and provision of project support and advice

Develop and provide advice on Territory wide health strategies and plans

This position is responsible for leading health service planning, program management office functions and coordination of Territory wide health service strategies under the direction of the Executive Group Manager, Health System Planning and Evaluation. The successful applicant will demonstrate a strong understanding of health service planning, strategic planning and project management and engage and collaborate extensively with internal and external stakeholders.

Eligibility/Other Requirements

*Desirable:*

Tertiary qualifications in Health or a related discipline.

Previous experience in health service planning and/or project management.

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

Undergo a pre-employment Police check.

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

## **Health Systems, Policy and Research**

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

#### **Health Protection Services**

##### **Senior Microbiologist**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 26171)**

Gazetted: 06 June 2019

Closing Date: 17 June 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 Health Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Overview of the work area and position:

Public Health, Protection and Regulation (PHPR)

The Public Health, Protection and Regulation Division is headed by the Chief Health Officer who is appointed under the Public Health Act 1997 and fulfils a range of statutory responsibilities and delegations under various public health legislation. The Division is responsible for development of population health strategic initiatives in ACT in the key areas of protection, prevention, and Territory-wide interventions. The Division is also responsible in exercising statutory responsibilities on behalf of the Chief Health Officer to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies.

The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report.

Health Protection Service

The Health Protection Service (HPS) manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services.

ACT Government Analytical Laboratory (ACTGAL)

ACTGAL undertakes scientific analyses in the areas of:

Air quality monitoring;

Asbestos;

Microbiology food, water and outbreak investigations;

Toxicology;

Forensic chemistry including illicit drugs.

To provide scientific data to support the activities of various Health Protection Service sections and ACT government agencies. These data are used to formulate policy, conduct prosecutions under various ACT and Commonwealth legislation and determine compliance with both National and ACT Standards and Guidelines. This position is responsible for overseeing the day to day operations of the Microbiology Unit including, the maintenance of related quality systems, and provision of high-quality analytical services. The position reports to the Microbiology Unit Manager. The officer will be required to liaise closely with The Environmental Health Unit of the HPS, academic partners and the wider ACT Government to assist in the maintenance and continual improvement of an effective and efficient analytical service.

Eligibility/Other Requirements

Mandatory:

Bachelor degree in Science (major in microbiology is highly desirable). Postgraduate qualifications and/or experience relevant to public health microbiology would be an advantage.

Must hold a current Driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment police check.

Contact Officer: Daniel Andres (02) 5124 9224 [daniel.andres@act.gov.au](mailto:daniel.andres@act.gov.au)

**Health Systems, Policy and Research**  
**Health System Planning and Evaluation**

**System Innovation Group**

**Senior Project Coordinator**

**Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 27320)**

Gazetted: 06 June 2019

Closing Date: 13 June 2019

Details: About us:

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

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

Overview of the work area and position:

The Program Support Unit is responsible for supporting the governance of ACT Health Directorate and Territory-wide projects within the public health system. The Program Support Unit provides training and mentoring in project management, support for project initiation activities and project assurance through monitoring, advice and reporting on projects to ensure outcomes are achieved. The team also undertakes direct project management as required.

The Senior Project Coordinator will lead a team of project coordinators providing independent advice on project progress and resolution of issues to Project Sponsors and Project Managers as well as executives and senior leaders across the Directorate and health services. The successful applicant will have strong project management skills, well developed verbal and written communication skills and be confident working both collaboratively and independently as required.

Eligibility/Other Requirements:

Desirable:

Tertiary qualifications in health, project management or a related discipline.

High level experience in project management and strong skills, knowledge and experience working within the health sector in Australia.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Contact Officer: Sarah Galton (02) 5124 9877 sarah.galton@act.gov.au

**Health Systems, Policy and Research**

**Public Health Protection and Regulation**

**Health Protection Services**

**Manager Microbiology**

**Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 26162)**

Gazetted: 06 June 2019

Closing Date: 17 June 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.

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Monitoring and enforcement of public health regulations, and

Providing public health advice.

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

Overview of the work area and position:

Public Health, Protection and Regulation (PHPR)

The Public Health, Protection and Regulation Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and fulfils a range of statutory responsibilities and delegations under various public health legislation. The Division is responsible for development of population health strategic initiatives in ACT in the key areas of protection, prevention, and Territory-wide interventions. The Division is also responsible in exercising statutory responsibilities on behalf of the Chief Health Officer to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies.

The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report.

Health Protection Service

The Health Protection Service (HPS) manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services.

ACT Government Analytical Laboratory (ACTGAL)

ACTGAL undertakes scientific analyses in the areas of:

Air quality monitoring;

Asbestos;

Microbiology food, water and outbreak investigations;

Toxicology;

Forensic chemistry including illicit drugs.

To provide scientific data to support the activities of various Health Protection Service sections and ACT government agencies. These data are used to formulate policy, conduct prosecutions under various ACT and Commonwealth legislation and determine compliance with both National and ACT Standards and Guidelines.

This position is responsible for overseeing the day to day operations of the Microbiology Unit including, the maintenance of related quality systems, and provision of high-quality analytical services. The position reports to the Microbiology Unit Manager. The officer will be required to liaise closely with The Environmental Health Unit of the HPS, academic partners and the wider ACT Government to assist in the maintenance and continual improvement of an effective and efficient analytical service.

Eligibility/Other Requirements

Desirable:

Bachelor degree in Science (major in microbiology is highly desirable). Postgraduate qualifications and/or experience relevant to public health microbiology would be an advantage.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment police check.

Note:

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

Contact Officer: Daniel Andres (02) 5124 9224 daniel.andres@act.gov.au

## **APPOINTMENTS**

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

#### **Senior Officer Grade A \$143,116**

Barbra Dawn Ettridge 858-72616, Section 68(1), 3 June 2019

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

Tamara Graham 858-71437, Section 68(1), 3 June 2019

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

Doan Le-Ho 858-72667, Section 68(1), 11 June 2019

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

Remya Nair 858-52666, Section 68(1), 4 June 2019

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

Amanda Thorpe 858-72106, Section 68(1), 3 June 2019

#### **Administrative Services Officer Class 6/Senior Officer Grade C \$83,135 - \$112,626**

Alexis Wray 858-71293, Section 68(1), 3 June 2019

### **Director of Public Prosecutions**

#### **Prosecutor Grade 4 \$135,936 - \$145,737**

Skye Llewellyn Jerome 858-72819, Section 68(1), 4 June 2019

### **Education**

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

Linda Davey 858-71509, Section 68(1), 20 May 2019

#### **School Assistant 2/3 \$46,929 - \$57,225**

Karen Louise Irvine 848-95410, Section 68(1), 28 May 2019

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

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

Miranda Gardner 858-51209, Section 68(1), 3 June 2019

#### **Technical Officer Level 3 \$72,017 - \$81,387**

Alexi Williams 846-84429, Section 68(1), 30 May 2019



**Independent Competition and Regulatory Commission**

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

Alessandra Zoe Whiting 858-71090, Section 68(1), 3 June 2019

**Justice and Community Safety**

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

Lisa Morphett 858-56288, Section 68(1), 3 June 2019

**Suburban Land Agency**

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

Teijo Vuolo 858-71883, Section 68(1), 3 June 2019

**Canberra Health Services**

**Enrolled Nurse Level 1 \$60,027 - \$64,133**

Sangita Bhusal 858-72544, Section 68(1), 3 June 2019

**Technical Officer Level 1 \$56,990 - \$59,749**

Marie Burgess 857-93926, Section 68(1), 30 May 2019

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

Lara Cameron 861-30438, Section 68(1), 3 May 2019

**Assistant in Nursing \$50,916 - \$52,639**

Prasamsha Dhakal 861-30411, Section 68(1), 30 May 2019

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

Cassandra Hearn 858-70338, Section 68(1), 3 June 2019

**Health Service Officer Level 4 \$49,958 - \$51,869**

Stephen Hegarty 861-30921, Section 68(1), 30 May 2019

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

Michelle Heke 858-72448, Section 68(1), 31 May 2019

**Health Professional Level 3 \$90,876 - \$95,756 (up to \$100,505 on achieving a personal upgrade)**

Katharine Horton 861-31043, Section 68(1), 3 June 2019

**Health Professional Level 2 \$64,347 - \$88,335**

Rajveer Kaur 857-93862, Section 68(1), 1 June 2019

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

Betty Kwan 861-31641, Section 68(1), 3 June 2019

**Assistant in Nursing \$50,916 - \$52,639**

Thomas Kutty Mathew 857-94056, Section 68(1), 30 May 2019

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

Tracey McMenamin 858-71592, Section 68(1), 3 June 2019

**Health Professional Level 2 \$64,347 - \$88,335**

Bethany Miles 857-93176, Section 68(1), 3 June 2019

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

Joanne Mueller 862-09162, Section 68(1), 3 June 2019

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

Aswathy Rema Devi 847-27425, Section 68(1), 30 May 2019

**Assistant in Nursing \$50,916 - \$52,639**

Emily Salcedo 857-93854, Section 68(1), 30 May 2019

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

Sarah Shaw 862-09314, Section 68(1), 1 June 2019

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

Mable Thomas 861-30198, Section 68(1), 30 May 2019

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

Nicole Vance 858-71234, Section 68(1), 3 June 2019

**ACT Health**

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

Jordan Selems 861-32919, Section 68(1), 3 June 2019

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

Fotis Sgouros 861-33073, Section 68(1), 3 June 2019

**TRANSFERS**

**Canberra Health Services**

**Nina O'Connell: 827-25522**

From: \$66,185 - \$88,410

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 31943) (Gazetted 18 April 2019)

**PROMOTIONS**

**Chief Minister, Treasury and Economic Development**

**Long Service Leave Authority**

**Operations Section**

**Client Service Team**

**Elianna Jose Beveridge: 853-75417**

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. 12934) (Gazetted 11 April 2019)

**Shared Services**

**Shared Services ICT**

**Customer Engagement Services Branch**

**Andrew Kondakis: 787-13342**

From: Senior Information Technology Officer Grade B \$123,227 - \$138,723

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$143,116

Chief Minister, Treasury and Economic Development, Canberra (PN. 01493) (Gazetted 20 February 2019)

**Community Services**

**Children, Youth and Families**

**Business Support**

**Community Engagement and Client Services**

**Ray Bartlett: 836-09195**

From: Health Professional Level 3 \$90,876 - \$95,756 (up to \$100,505 on achieving a personal upgrade)

Community Services

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

Community Services, Canberra (PN. 23374) (Gazetted 5 April 2019)

**Director of Public Prosecutions**

**ACT Director of Public Prosecutions**

**Legal**

**Vienna Conliffe: 846-9169**

From: Prosecutor Grade 2 \$92,999 - \$113,159

Justice and Community Safety

To: †Prosecutor Grade 3 \$118,087 - \$130,579

Director of Public Prosecutions, Canberra (PN. 17832) (Gazetted 1 April 2019)

**ACT Director of Public Prosecutions**

**Legal**

**Morgan Howe: 844-75686**

From: Prosecutor Grade 2 \$92,999 - \$113,159

Justice and Community Safety

To: †Prosecutor Grade 3 \$118,087 - \$130,579

Director of Public Prosecutions, Canberra (PN. 04343) (Gazetted 1 April 2019)

**ACT Director of Public Prosecutions**

**Legal**

**Sofia Janackovic: 844-02903**

From: Prosecutor Grade 3 \$118,087 - \$130,579

Director of Public Prosecutions

To: †Prosecutor Grade 4 \$135,936 - \$145,737

Director of Public Prosecutions, Canberra (PN. 42941) (Gazetted 1 April 2019)

**ACT Director of Public Prosecutions**

**Legal**

**Rae-Ann Khazma: 836-08782**

From: Prosecutor Grade 3 \$118,087 - \$130,579

Director of Public Prosecutions

To: †Prosecutor Grade 4 \$135,936 - \$145,737

Director of Public Prosecutions, Canberra (PN. 17833) (Gazetted 1 April 2019)

**ACT Director of Public Prosecutions**

**Legal**

**Marina Salas Lucero: 835-68928**

From: Prosecutor Grade 2 \$92,999 - \$113,159  
Justice and Community Safety  
To: †Prosecutor Grade 3 \$118,087 - \$130,579  
Director of Public Prosecutions, Canberra (PN. 16855) (Gazetted 1 April 2019)

**ACT Director of Public Prosecutions**

**Legal**

**Katie Louise McCann: 848-64315**

From: Prosecutor Grade 3 \$118,087 - \$130,579  
Director of Public Prosecutions  
To: †Prosecutor Grade 4 \$135,936 - \$145,737  
Director of Public Prosecutions, Canberra (PN. 17831) (Gazetted 1 April 2019)

**ACT Director of Public Prosecutions**

**Legal**

**Sarah Faith McFarland: 827-3269**

From: Prosecutor Grade 2 \$92,999 - \$113,159  
Justice and Community Safety  
To: †Prosecutor Grade 3 \$118,087 - \$130,579  
Director of Public Prosecutions, Canberra (PN. 04208) (Gazetted 1 April 2019)

**ACT Director of Public Prosecutions**

**Legal**

**Christina Muthurajah: 858-5144**

From: Prosecutor Grade 1 \$72,389 - \$82,104  
Justice and Community Safety  
To: †Prosecutor Grade 3 \$118,087 - \$130,579  
Director of Public Prosecutions, Canberra (PN. 13027) (Gazetted 1 April 2019)

**ACT Director of Public Prosecutions**

**Legal**

**Shaz Naidu: 835-99599**

From: Prosecutor Grade 3 \$118,087 - \$130,579  
Director of Public Prosecutions  
To: Prosecutor Grade 4 \$135,936 - \$145,737  
Director of Public Prosecutions, Canberra (PN: 17838) (Gazetted 1 April 2019)

**ACT Director of Public Prosecutions**

**Legal**

**Margaret Dianne Smith: 835-95272**

From: Prosecutor Grade 2 \$92,999 - \$113,159  
Justice and Community Safety  
To: †Prosecutor Grade 3 \$118,087 - \$130,579  
Director of Public Prosecutions, Canberra (PN. 07319) (Gazetted 1 April 2019)

**Education**

**School Performance and Improvement**

**Tuggeranong Network**

**Caroline Chisholm School**

**Sonia Jamieson: 836-01900**

From: Administrative Services Officer Class 5 \$77,155 - \$81,668  
Education  
To: †Senior Officer Grade C \$104,630 - \$112,626

Education, Canberra (PN. 43016) (Gazetted 16 August 2018)

**System Policy and Reform**

**Strategic Policy and Reform**

**Michael Mahar: 827-61080**

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

Education

To: †Senior Officer Grade B \$123,227 - \$138,723

Education, Canberra (PN. 33845) (Gazetted 4 April 2019)

**School Improvement**

**North Gungahlin**

**Harrison School**

**Michelle Middleton: 827-43472**

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

Education

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

Education, Canberra (PN. 42843) (Gazetted 27 March 2019)

**Environment, Planning and Sustainable Development**

**Development Delivery Group**

**Greenfields**

**Simon Tennent: 82105614**

From: Senior Officer Grade A \$143,116

Environment, Planning and Sustainable Development

To: Infrastructure Manager/Specialist 2 \$170,821

Suburban Land Agency, Canberra (PN: 42090) (Gazetted 4 February 2019)

**Justice and Community Safety**

**Legislation Policy and Programs**

**Civil Law**

**Gabrielle Natalie McKinnon: 820-99648**

From: Legal 1 \$61,785 - \$124,436

Justice and Community Safety

To: †Senior Officer Grade A \$143,116

Justice and Community Safety, Canberra (PN. 38163) (Gazetted 8 April 2019)

**Transport Canberra and City Services**

**City Services**

**City Presentation**

**Place Management / Planning & Programs**

**Daniel Warren: 835-94982**

From: General Service Officer Level 3/4 \$49,040 - \$53,553

Transport Canberra and City Services

To: †General Service Officer Level 5/6 \$54,363 - \$59,829

Transport Canberra and City Services, Canberra (PN. 13208) (Gazetted 18 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.

**Canberra Health Services**

**Canberra Hospital and Health Services**

**Amanda Chase: 799-83045**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 29880) (Gazetted 18 April 2019)

**Ajish Lukose: 853-42324**

From: Health Professional Level 2 \$64,347 - \$88,335

Canberra Health Services

To: Health Professional Level 3 \$90,876 - \$95,756 (up to \$100,505 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 41042) (Gazetted 14 March 2019)

**Canberra Hospital and Health Services**

**Danielle Mackay: 795-66495**

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. 37386) (Gazetted 29 March 2019)

**Canberra Hospital and Health Services**

**Karen O'Brien: 749-69316**

From: Registered Nurse Level 4.3 \$136,004

Canberra Health Services

To: †Registered Nurse Level 5.4 \$145,651

Canberra Health Services, Canberra (PN. 28480) (Gazetted 4 April 2019)

**Canberra Hospital and Health Services**

**Samuel Philip: 836-09187**

From: Health Professional Level 2 \$64,347 - \$88,335

Community Services

To: Health Professional Level 3 \$90,876 - \$95,756 (up to \$100,505 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 23534) (Gazetted 24 January 2019)

**ACT Health**

**ACT Health Directorate**

**Tara Gower: 847-26561**

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

ACT Health, Canberra (PN. 27560) (Gazetted 11 April 2019)

**ACT Health Directorate**

**Jexin Thomas: 839-27134**

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

ACT Health

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

ACT Health, Canberra (PN. 44296) (Gazetted 18 April 2019)