



ACT Government Gazette
Gazetted Notices for the week beginning 10 October 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

Financial Audit

Senior Auditor (Financial Audit)

Senior Auditor \$85,091 - \$103,624, Canberra (PN: 11185, Several)

Gazetted: 11 October 2019

Closing Date: 21 October 2019

Details: Vision: An accountable and highly performing ACT Public Sector.

Role: To provide an independent view to the ACT Legislative Assembly and the community on the accountability, efficiency and effectiveness of the ACT Public Sector.

Values: Independence, Integrity, Professionalism, Respect, Learning and Innovation.

The ACT Auditor-General is an independent Officer of the ACT 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 conducts independent financial and performance audits on ACT Government agencies and entities that receive ACT Government funding or resources. The results of these audits are reported to the ACT Legislative Assembly and the community.

The ACT Audit Office is seeking suitable applicants with the relevant skills and experience to assist us in achieving that purpose. This includes people with good accounting and/or auditing skills, communication and interpersonal skills, and an ability to objectively analyse issues and evaluate evidence.

The Senior Auditor under the guidance of the Assistant Director, and/or Director is responsible for:

- Planning and completing assigned audits of financial statements and reporting the results of these audits, including the supervision of audit teams consisting of auditors, contractors and consultants;
- Delivering high quality work that is efficiently completed in accordance with Australian Auditing Standards and the ACT Audit Office's financial audit methodology;
- Assisting in the effective administration of the ACT Audit Office as required; and
- Maintaining effective and constructive relationships with auditees and providing professional and technical audit and accounting advice.

The ACT Audit Office offers a range of flexible working conditions including the ability to work from home to balance staff circumstances with the needs of the Office. The Office makes significant investment in developing and supporting staff by providing them with learning and development opportunities including a career path. Staff are also provided with training and support to obtain relevant professional post-graduate qualifications.

Eligibility/Other Requirements: Relevant tertiary professional accounting, audit and information technology qualifications are highly desirable. Completion, or progress towards completion, of relevant professional post-graduate qualifications is also highly desirable (e.g. CPA, CA and CISA).

How to Apply: Please submit a cover letter of no more than 1,000 words outlining your relevant skills, knowledge and experience against the Selection Criteria. Applicants are also asked to provide a current curriculum vitae and provide the names and contact details of two referees (one referee who is a current/recent supervisor and one referee who is a staff member who reports to you). Referees will be contacted with your prior approval.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chris Huang (02) 6207 4734 chris.huang@act.gov.au

Financial Audit

Auditor (Financial Audit)

Auditor \$63,374 - \$82,771, Canberra (PN: 25226, several)

Gazetted: 11 October 2019

Closing Date: 21 October 2019

Vision: An accountable and highly performing ACT Public Sector.

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The ACT Audit Office is seeking suitable applicants with the relevant skills and/or experience to assist us in achieving that purpose. This includes people with good accounting and/or auditing skills, communication and interpersonal skills, and an ability to objectively analyse issues and evaluate evidence.

The Auditor under the guidance of the Senior Auditor, and/or Assistant Director is responsible for:

- Undertaking assigned work, as a member of an audit team, on audits of financial statements and limited assurance engagements on statements of performance; and reporting the results of these audits;
- Delivering high quality work that is efficiently completed in accordance with Australian Auditing Standards and the ACT Audit Office's financial audit methodology; and
- Assisting in the effective administration of the ACT Audit Office as required.

The ACT Audit Office offers a range of flexible working conditions including the ability to work from home to balance staff circumstances with the needs of the Office. The Office makes significant investment in developing and supporting staff by providing them with learning and development opportunities including a career path. Staff are also provided with training and support to obtain relevant professional post-graduate qualifications.

Eligibility/Other Requirements: Relevant tertiary professional accounting, audit, data analytics and information technology qualifications are highly desirable. Opportunities exist for completion, or progress towards completion of, relevant professional post-graduate qualifications (e.g. CPA, CA and CISA).

How to Apply: Please submit a cover letter of no more than 1,000 words outlining your relevant skills, knowledge and experience against the Selection Criteria. Applicants are also asked to provide a current curriculum vitae and provide the names and contact details of two referees. Referees will be contacted with your prior approval.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chris Huang (02) 6207 4734 chris.huang@act.gov.au

Calvary Health Care ACT (Public)

Medical

Personal Assistant

ASO3.1 \$63,374-\$68,204, Canberra (PN: LP6815)

Gazetted: 10 October 2019

Closing Date: 2 October 2019

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

Contact Officer: Janeen Johnson 02 6264 7073 janeen.johnson@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Medical

Maternity

Registered Midwife

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

Gazetted: 11 October 2019

Closing Date: 24 October 2019

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

Reference Number: 10752

Contact Officer: Jane Debaecker (02) 6201 6987 jane.debaecker@calvary-act.com.au

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

Medical

Nursing

Management

Nurse Manager, Medical Specialities

Registered Nurse 4 Grade 3 \$137,840, Canberra (PN: LP7592)

Gazetted: 11 October 2019

Closing Date: 20 October 2019

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

Reference Number: 10779

Contact Officer: Fiona Carruthers (02) 6201 6851 fiona.carruthers@calvary-act.com.au

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

Medical

Social Work

Health Professional

Health Professional 3.3 \$97,049, Canberra (PN: LP7104)

Gazetted: 11 October 2019

Closing Date: 27 October 2019

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

Reference Number: 10839

Contact Officer: Julie Kulikowski (02) 6264 7300 julie.kulikowski@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

CIT Health, Community and Science

CIT Children's Education and Care

Education Support Teacher

Teacher Level 1 \$74,437 - \$99,320, Canberra (PN: 15564, several)

Gazetted: 10 October 2019

Closing Date: 24 October 2019

Details: Canberra Institute of Technology (CIT) Department of Children's Education and Care is seeking enthusiastic Education Support teachers to teach their classroom-based and online programs.

This position requires the development of student assessments, educational resource material and online resources for new and existing programs of study. You will have the ability to work collaboratively, to engage with employers and students as part of ensuring a quality learning experience, as well as a thorough knowledge of the national trends and 'best practice' developments in the VET sector.

Eligibility/Other Requirements: *Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021, sub-Clause 40.* New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must:

Hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent);

Where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (Enterprise Trainer – Presenting Skill Set and/or Enterprise Trainer – Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set); and

Complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person.

All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent). Industry Experience: In accordance with sub-Clause 40.10 of the *ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021*. All employees at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

Desirable: Minimum of five year's experience in the school sector working in a Learning Support Assistant/Classroom Support Assistant/ Teacher Aide role. CIT is committed to building an inclusive

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

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, & Section 20 – Direct promotion - general and CIT Enterprise Agreements. Applicants are required to address the selection criteria and provide a current Resume along with the names of two Referees.

Note: One position will be for permanent filling with the others being for temporary filling for a period of 12 months with the possibility of extension.

How to Apply: Applicants are required to address the Selection Criteria and provide a current curriculum vitae along with the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Grieves (02) 6207 3345 sarah.grieves@cit.edu.au

Education and Training Services

Heath, Community and Science

Administrative Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 16463, several)

Gazetted: 11 October 2019

Closing Date: 18 October 2019

Details: The Canberra Institute of Technology (CIT) Community and CIT Wellbeing departments are seeking four highly motivated and professional individuals to provide a wide range of high level administrative support to staff and students in their departments. Duties will include attending to inquiries from staff, students and the community; supporting program delivery; maintaining student records; providing support with student enrolments, student placements and student compliance checks, and maintaining local information management systems. The successful candidates will need to work as a team member and autonomously to support and promote the department/college priorities. The ability to exercise judgement and to interpret guidelines and procedures to resolve issues, inquiries and work tasks is essential. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

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

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

Note: These positions are for temporary filling for a period up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. There are three full-time roles and one part-time role.

How to Apply: Applicants are asked to submit a written application of no more than four pages addressing the Selection Criteria, as well as a current curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel

(02) 6207 1338 daniel.noble@cit.edu.au

Education and Training Services

Trade Skills

Electrical Trades

Electrical Trades Storeperson

General Service Officer Level 6 \$58,001 - \$60,637, Canberra (PN: 54399)

Gazetted: 10 October 2019

Closing Date: 24 October 2019

Details: CIT is seeking a full-time storeperson within the TSVL Electrical Trades Department at its Fyshwick Campus. The person will need a strong background in storeroom organisation and management and the ability to follow procedures to purchase equipment.

CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: A high level of computer literacy and previous experience working in a stores environment is desirable. A forklift licence and driver's licence is mandatory.

Note: This position is for temporary filling for a period of one year with the possibility of extension.

Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 - Direct appointment of employee - general, and Section 20 - Direct promotion - general and CIT Enterprise Agreements.

How to Apply: Interested applicants should submit a one page application stating your experience, qualifications and knowledge against the duties and skills of the position along with a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Patricia Collins (02) 6205 5491 patricia.collins@cit.edu.au

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

Education and Training Services

Health Community and Science

Science

Head of Department

Manager Education Level 1 \$122,965, Canberra (PN: 51875)

Gazetted: 10 October 2019

Closing Date: 24 October 2019

Details: The Health, Community and Science (HCS) College at Canberra Institute of Technology (CIT) is seeking an outstanding Head of Department in the CIT Science Department who, through quality leadership and management of education and related activities, will contribute to the achievement of the department, College and organisational goals. The department delivers a range of training in the areas of Forensic, Animal, Laboratory and Environmental Science, including discipline specific Graduate Certificates. The department works collaboratively with industry and with other areas across the College of Health, Community and Science and CIT to create unique innovative learning opportunities for students. The Head of Department role requires an exceptional leader who possesses strong communication and teamwork skills in managing a dynamic team of administrative and teaching staff to ensure excellence in delivery in the Vocational Education and Training (VET) sector. This includes the development of innovative and customised models of delivery and assessment while ensuring the provision of high quality customer service to learners. The successful candidate will also need to provide leadership in establishing and sustaining collaborative relationships with community, industry and other key stakeholders, and provide advice and proactive leadership to increase departmental and college revenue. The ability to model the CIT cultural traits is critical. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: All managers at Manager Education Level must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent), and a Diploma in Vocational

Education and Learning with a Diploma of Management is highly desirable. Industry experience is highly desirable, though this does not have to be in the relevant discipline being supervised. Bachelor of Education, Management or relevant higher level qualification is desirable.

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

How to Apply: Please submit a two-page pitch on why you think you are the best person for the job. Your suitability will be assessed based on your Skills and Knowledge in relation to the duties/responsibilities of the role. Please provide two referee reports along with a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anita Wesney (02) 6207 3593 anita.wesney@cit.edu.au

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

Chief Minister, Treasury and Economic Development

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

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

Enterprise Canberra

Office of Deputy Director-General

Executive

Senior Administration Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 37566)

Gazetted: 15 October 2019

Closing Date: 29 October 2019

Details: The Office of International Engagement, led by the Commissioner for International Engagement, is responsible for coordinating and integration of the ACT's various international engagement activities. As Senior Administration Officer, you will provide briefing, planning, liaison, reporting, research and administration assistance to the program and policy areas of the Office of International Engagement. The successful candidate will have experience in providing high quality event-planning, client-facing, budgeting and research services, and demonstrate an understanding of Canberra's International Engagement Strategy. Effective communication, being highly organised and the ability to multi-task is essential to this role. The 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. The Canberra's International Engagement Strategy can be found using this [link](#).

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

How to Apply: Please provide a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description; and your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Richard Watson (02) 6207 6272 richard.watson@act.gov.au

Shared Services ICT

Strategic Business Branch

Portfolio Governance, Change and Communications Team

Change and Communications Coordinator

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 42836)

Gazetted: 10 October 2019

Closing Date: 28 October 2019

Details: Do you have excellent organisational skills and experience in managing a range of communications materials? Have you worked in an IT environment, or do you understand your bits from your bytes? Have you had direct experience with, or relevant exposure to, the creation of change management and communications strategies and plans? Are you proficient in using SharePoint and formatting Microsoft Office documents? If you've said 'snap' to any of these, this job may be perfect for you! Located in the Strategic Business Branch of Shared Services ICT, our team is looking for someone to maintain a range of existing change management and communications capability guidelines and processes. Drawing on your strong coordination skills, you will manage the ongoing creation, distribution and delivery of regular staff communications (including an online monthly Branch newsletter) and be responsible for the organisation of quarterly Branch meetings. A born collaborator, you will enjoy establishing and maintaining effective relationships with key Branch stakeholders to get your tasks completed on time, every time.

Eligibility/Other Requirements: Relevant Tertiary qualifications highly desirable.

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

How to Apply: If all of this sounds like you, please submit your application coversheet, resume and a two-page pitch (addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities) by the due date as we'd love to meet you to see if you are our perfect fit!

Applications should be submitted via the Apply Now button below.

Contact Officer: Jane Duncan (02) 6207 7699 jane.duncan@act.gov.au

Treasury

Revenue Management Group

Operations

Customer Service Officer

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 00086, several)

Gazetted: 10 October 2019

Closing Date: 17 October 2019

Details: An opportunity has arisen for capable and driven individuals to join the Operations Team at ACT Revenue. If you are highly motivated, have excellent customer service skills and enjoy working as part of a team - then please apply. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available immediately until 27 September 2020. A merit pool will be established from this selection process and may be used to fill future identical temporary vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Interested candidates are requested to submit a two-page pitch detailing how you are the right person for this opportunity and providing examples to demonstrate how your Skills, Knowledge,

Behavioural Capabilities and Experience are suitable to the role. Please attach your curriculum vitae and the contact details of two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maddisson Blundell (02) 6205 7724 maddisson.blundell@act.gov.au

Economic Development

Tertiary Education, Training and Research

Study Canberra

Student Ambassadors

Administrative Services Officer Class 2 \$55,934 - \$61,764, Canberra (PN: C09842, several)

Gazetted: 11 October 2019

Closing Date: 21 October 2019

Become a Student Ambassador in 2020.

Are you a current student who is passionate about Canberra? The ACT Government and Study Canberra (StudyCBR) are looking for students who are passionate about our city, have a great story to tell, and can help us spread the message about how great it is to study in the Nation's Capital.

As a Student Ambassador your job is to share your StudyCBR story with the world. The program will enable you to:

Gain valuable experience and engage with the local community;

Meet people from around Australia and the world;

Step out of your comfort zone; and

Enjoy unique Canberra experiences.

We are looking for students who are excellent communicators, well presented, social media savvy and exhibit strong customer service skills.

For a full list of duties and requirements please refer to the Position Description.

The ACTPS supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, one position is designated for a student with an Aboriginal and/or Torres Strait Islander background and one position is designated for a student with a Disability. To be considered for a designated position applicants may be required to provide proof of Aboriginal and Torres Strait Islander status and/or Disability as part of the recruitment process. Applicants who identify as LGBTIQ are also encouraged to apply.

Eligibility/Other Requirements: Applicants must have been enrolled at a Canberra school or tertiary institution in 2019; be enrolled and attending a Canberra school or tertiary institution for the full 2020 academic year; and be prepared to work outside of core business hours including occasional evenings and weekends.

Note: Current and former Study Canberra Student Ambassadors are ineligible to apply. These positions will be offered on a casual basis for a period of 12 months commencing January 2020. Group interviews for shortlisted candidates will be conducted between 28 October and 1 November 2019. General enquiries can be directed to justin.keevers@act.gov.au (email monitored 9am to 5pm weekdays) or 0438 055 787.

Student Ambassadors are required to promote Canberra as a place to study to external audiences, both face-to-face and online (e.g. blogs or social media).

How to Apply: Candidates will need to submit a one-page pitch that demonstrates their ability to promote Canberra to prospective students. Your pitch should be written from your perspective as a Canberra student, drawing on your own experience. It should demonstrate creative ways to promote Canberra to interstate and/or international students. It should also demonstrate the necessary capabilities (Technical Skills, Knowledge and Behavioural) in the position description. You may include visual elements to support your pitch. If you choose to incorporate visual elements to support your pitch, you may include one additional page (i.e. maximum one page written; maximum one page visual).

Applications should be submitted via the Apply Now button below.

Contact Officer: Justin Keevers (02) 6205 0174 justin.keevers@act.gov.au

Access Canberra

WorkSafe ACT

Senior Director, WHS Compliance and Enforcement Reform Program

Senior Officer Grade A \$145,048, Canberra (PN: 34376)

Gazetted: 14 October 2019

Closing Date: 28 October 2019

Details: The Work Health and Safety, Compliance and Enforcement Reform Program (WHSCERP) project team has been established to implement the ACT Government's undertakings in response to the 2018 independent review of the ACT's work safety compliance infrastructure, policies and procedures. The project team is delivering a program of reforms to the management of compliance and enforcement of WHS obligations in the ACT designed to improve workplace safety standards and performance. The Senior Director, WHSCERP will be required to lead a small team to deliver strategic organisational and regulatory policy reforms and to establish WorkSafe ACT as a separate and independent body. 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 and/or equivalent relevant experience in areas such as Work Health and Safety or Human Resource Management or Law would be highly valued.

Note: This is a temporary position available immediately up until the 30 June 2020 with the possibility of extension up to less than 12 months and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application addressing the Selection Criteria of up to two pages which demonstrates your suitability for the position, contact details for at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Julie Hill 0409 323 857 julie.hill@act.gov.au

Economic Development

Visit Canberra

Assistant Director, Digital Development

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 45398)

Gazetted: 14 October 2019

Closing Date: 21 October 2019

Details: Brand Canberra is Canberra's whole-of-city brand that promotes Canberra's value as a place to study, do business, work, visit and live. We're looking for a Digital Developer to develop and administer Canberra's whole-of-city website and digital applications and support the maintenance of Canberra tourism and event websites. Utilising their own development skills, we're looking for someone who can manage the development of a responsive, business critical website using a variety of front-end and back-end tools, languages and technologies including, but not limited to: PHP, JavaScript, NodeJS, ReactJS, SQL, GraphQL, HTML, SASS technical development of websites and digital applications. There may also be occasions where the successful applicant would be required to manage external contractors and agencies. Experience with developing websites that meet WCAG 2.0 AA or above standards for UI is required. 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 significant experience working professionally in digital communications is essential.

Note: This is a temporary position available immediately for a period of six months, with the possibility of extension up to 12 months and/or permanency. A merit pool may be created through this recruitment process for other positions that become available. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Brodie Nicholls (02) 6205 5397 brodie.nicholls@act.gov.au

Access Canberra

Construction and Utilities

Utilities Technical Regulation

Senior Planning Officer

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 19264)

Gazetted: 16 October 2019

Closing Date: 30 October 2019

Details: Utilities Technical Regulation (UTR) within Access Canberra supports the Technical Regulator through provision of advice on a broad range of issues related to the technical regulation of licensed and unlicensed utilities. This ensures that essential services such as electricity, gas and water are delivered to the ACT community in a safe and reliable way. In a dynamic and rapidly changing environment, particularly within the energy sector and with the delivery of light rail, UTR is currently engaged in a range of exciting regulatory and policy initiatives. An increasing focus of UTR's activity is increasing development intensity around existing utility assets. An opportunity has arisen for an experienced planner to lead improvements to planning referral pathways, and to work with a range of internal and external 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: Tertiary qualifications in planning or a demonstrably relevant field highly regarded.

Note: This is a temporary position available immediately until 30 June 2020, with possibility of extension.

Part-time or full-time hours available. Applicants are encouraged to phone the contact officer. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants are encouraged to call the contact officer prior to applying. A two page pitch, outlining the candidate's suitability for the role that references their planning experience and an up to date curriculum vitae must be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Simon Grice (02) 6205 3078 simon.grice@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

**Corporate Services
Finance and Budget
Assistant Accountant**

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 55634, several)

Gazetted: 16 October 2019

Closing Date: 30 October 2019

Details: The Community Services Directorate has multiple (Administrative Services Officer Class 6) financial and management accounting positions available in the Finance and Budget Branch. The Directorate is seeking to recruit accountants with greater than 12 months experience to fill these vacancies. Applicants should have: Experience in a financial accounting or management reporting role; strong communication skills (written and oral); and an interest in ongoing professional development.

Note: These are temporary position available immediately until 30 June 2020 with the possibility of extension and/or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: To apply please provide a written response to the Selection Criteria including curriculum vitae.

Applications should be submitted via the Apply Now button below.

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

**Housing ACT
Client Services Branch
Complaints and Information
Senior Complaints Coordinator**

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 40734)

Gazetted: 11 October 2019

Closing Date: 25 October 2019

Details: Are you customer focussed, wanting to make a real difference and looking to try something new? Housing ACT has recently created an Administrative Services Officer Class 6 position in the Complaints and Information Unit. This role presents a unique opportunity for a high performing individual to gain experience in coordinating complaints, working across all business units in Housing ACT and across the Community Services Directorate whilst contributing to continuous improvement in Housing ACT customer service and practices. The position offers valuable experience and exposure for individuals wishing to broaden their complaints management and customer service capabilities and coordinating responses to complaints and undertaking investigations and reviews of decisions. 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: Desirable but not essential qualifications in, or ability to demonstrate: Relevant attributes, experience or qualifications, and/or Certificate IV or Diploma in Investigations, Project Management or Community Services Case Management. Educational, suitability and professional qualification checks may be carried out prior to engagement.

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

How to Apply: Please provide your curriculum vitae, the details of two referees and a two page pitch, aligned to the Selection Criteria, outlining why you are the best person for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matt Barry (02) 6205 4284 matt.barry@act.gov.au

Corporate Services

People Management

Workforce Development

Workforce Support Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 37975)

Gazetted: 10 October 2019

Closing Date: 28 October 2019

Details: An opportunity exists for an experienced Human Resources professional to join the People Management Branch of the Community Services Directorate. Within the branch the Workforce Development Unit develops and manages the strategic human resource policies, programs and training related to enhancing the capability and performance of the Directorate. The Unit is also responsible for recruitment and retention policies and practices, and regular reporting and analysis of key performance measures. The Workforce Support Officer will collaboratively support the team and to be successful in this role you will need excellent attention to detail, strong interpersonal skills and the capacity to develop productive professional relationships. CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Note: This is a permanent position, commencing at the beginning of December 2019. This position will be moving to a new workplace designed for activity-based work (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please provide your Curriculum Vitae, details of two referees and a pitch (maximum two pages) outlining your suitability for the position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Leanne Green (02) 6205 3711 leanne.green@act.gov.au

Education

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

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

School Performance and Improvement

Belconnen Network

Aranda Primary School

Business Manager

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 36350)

Gazetted: 11 October 2019

Closing Date: 28 October 2019

Details: Aranda Primary School is seeking a highly experienced officer for the position of Business Manager. The successful candidate will be expected to manage a busy work environment with high level competing demands including but not limited to Human Resources, Finance, Risk and Directorate Compliance Management. The ideal candidate will have demonstrated high level management skills, ability to

communicate effectively with colleagues, executive teams and major client groups and external stakeholders ensuring high quality customer service is delivered. The position is required to liaise with the Principal to ensure continuity in the delivery of key programs across the school. Participate as a member of the executive team, respond to and provide current, accurate and detailed reporting to both the Principal and school board. Further duties include developing policies and procedures relating to facilities management, responsibility for the preparation of budgets, expenditure reviews, statements and; monitor estimates and financial returns. The Business Manager has supervision responsibility for administrative support officers engaged in various designated roles. The successful candidate will be required to plan, direct and supervise overall duties. Assisting each with personal performance and professional development.

Eligibility/Other Requirements: This position requires a high understanding of financial and Human Resource (HR) management, computer systems and an understanding of the school environment. Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to:

www.worksafe.act.gov.au/health_safety. Prior to commencing the role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to –

http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp. A working knowledge of the MAZE management systems and a current First Aid certificate or willingness to undertake appropriate training is desirable.

Notes: This is a temporary position available from 18 November 2019 until 22 January 2021 with the possibility of extension. Applicants are strongly encouraged to contact the Principal for further information regarding this position. Selection may be based on application and referee reports only. **How to Apply:** Applicants are asked to submit an Expression of Interest of maximum two pages along with current curriculum vitae.

Contact Officer: Phil Gray (02) 6142 3030 phil.gray@ed.act.edu.au

Applications should be submitted via the Apply Now button below.

Service Design and Delivery

Student Engagement

Clinical Practice

Business Coordinator

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 24519)

Gazetted: 15 October 2019

Closing Date: 29 October 2019

Details: We are seeking an experienced enthusiastic Business Coordinator to join the Clinical Practice team. Clinical Practice is responsible for the management of the school psychology service in all ACT public schools and contributes to the strategic direction of the Student Engagement branch.

The Business Coordinator's role is to provide high level administrative management and support to the Clinical Practice team and psychology service in schools to enhance student learning, engagement and wellbeing.

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 applicants require a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. It is highly desirable applicants hold a current Australian drivers' licence.

Note: This is a temporary position available immediately until 30 June 2020 with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit your application addressing the Selection Criteria (no more than four pages), a current curriculum vitae, two referees and a copy of your *Working with Vulnerable People* card if available. *Applications should be submitted via the Apply Now button below.*

Contact Officer: Bronwyn Hatherly (02) 6205 9699 bronwyn.hatherly@act.gov.au

Business Services

Governance and Community Liaison

Media and Communications

Communications Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 38519)

Gazetted: 15 October 2019

Closing Date: 29 October 2019

Details: The Media and Communications Unit is seeking a highly motivated communications officer with well-developed skills and experience in creating digital content, specifically videos, from script development and filming through to editing, production and uploading of the final product. The successful candidate will also contribute to and coordinate Directorate public and internal communications materials. The role also includes providing advice on and coordinating content to be published on the intranet and website and assisting in organising events.

Note: This is a temporary position available immediately for a period of 12 months with the possibility of permanency. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Lyn Larkin (02) 6205 0837 lyn.larkin@act.gov.au

Business Services

People and Performance

Talent Pool

Secondary School Teachers

Classroom Teacher \$71,113 - \$106,448, Canberra (PN: Secondary School Teachers)

Gazetted: 16 October 2019

Closing Date: 30 October 2019

Details:

Better Pay, Better conditions - Teach in Canberra

In the world's most liveable city - CANBERRA

Well-Funded, Well Planned, Well Resourced - Welcome to Canberra

Join ACT Education as a classroom teacher. We are looking for teachers who specialise in Maths, English and Art. As Australia's best rewarded and most compact school system you can explore all that teaching has to offer in Canberra.

Teachers – Maths – Arts – English.

We are looking for Secondary Teachers who want to make a difference and bring their careers to Canberra.

The improved lifestyle that comes from living in Canberra won't be the only benefit from the move, your

teaching career will also benefit. With great access to professional development, secondments onto projects and face to face networking opportunities our geographically compact nature means we can deliver more to our Teachers.

Within the Secondary School setting there are three specialisation that we are now actively seeking. Maths teachers – As a critical part of the Directorates STEM program our Maths teachers are given some of the best professional support in the country. This demonstrated through the creation of the Academy of Future Skills which is specifically designed to help build teacher capabilities within STEM. The Academy creates a combination of in school pedagogical support and dedicated facilities to deliver the Australian Curriculum. It further enables our STEM teachers to collaborate shoulder to shoulder with expert educators to produce the best possible outcomes for our students.

Arts teachers – our Arts teachers deliver a wide range of programs including dance, photography, visual arts, drama, media and the instrumental music program. There is a thriving Arts culture within the ACT school system. This culture is displayed throughout the year with the crescendo event being the annual “*Step into the Limelight*” showcase and gala. Further supporting our Arts culture are professional learning workshops held at the ANU School of Music and the ANU School of Art & Design

English teachers – the English teachers within the ACT Directorate are given substantial support to deliver improved educational outcomes. This approach of setting up teachers to succeed is shown through programs like the Scaffolding Literacy. This is an 18-month professional learning program that has reached over 200 English teachers so far and targets improved writing skill for students. These types of effective, face to face professional development programs is one of the advantages of our geographically compact directorate.

Professional Experience

Demonstrated capacity to develop and deliver effective, engaging and differentiated learning programs within the Australian Curriculum and/or the Board of Senior Secondary Studies.

Proven capacity to work as part of a team and the ability to use own initiative and to work independently. Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with Cultural Integrity and the Directorate’s Work Health and Safety policies, procedures and roles and responsibilities.

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

Be part of the strategy

The ACT has a landmark strategic plan for the next decade in ACT Education and we'd like you to be a part of it. We call it the *Future of Education* and at its core are the following key principles:

Strengthen systems to focus on equity with quality

Place students at the centre of their learning

Empower teachers, school leaders and other professionals to meet the learning needs of all students

Build strong communities for learning

The ACT Education Directorate has a new Enterprise Agreement continues to support teachers in providing the high-quality teaching and learning that makes the ACT a national leader in education. The new Agreement makes ACT teachers Australia's top paid teachers, however, there is more to the agreement than just attractive pay scales. The Agreement includes a range of excellent working conditions that will further improve our teachers’ capacity to deliver high quality educational outcomes for all of our students.

Be rewarded now and into your future

Outside of the classroom there are even more benefits to moving your teaching career to ACT Public Education.

12% salary increase over the life of the new EA

Employer superannuation contributions increasing to 11.5%

An additional employer superannuation contributions of up to 2% when you contribute an additional 3%
Even more benefits to working for us
With Canberra being one of the fastest growing areas in Australia the ACT needs more teachers now and into the future. This growth presents more opportunities to teachers within our unique Directorate:
Within the ACT Education Directorate, you can have a career without needing to move towns every three to five years.
You can drive from one end of town to the other in 40 minutes.

Your Application

If you are a Secondary teacher then please email actededucation@horizonone.com.au or click <https://app.revelian.com/HorizonOneRMS/ap73524/> to commence the application process.
Contact Officer: HorizonOne Recruitment (02) 6189 1044 actededucation@horizonone.com.au
Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Business Services

People and Performance

Talent Pool

Disability Education Teachers

Classroom Teacher \$71,113 - \$106,448, Canberra (PN: Disability Education Teachers)

Gazetted: 16 October 2019

Closing Date: 30 October 2019

Details:

Better Pay, Better conditions - Teach in Canberra

In the world's most liveable city - CANBERRA

Well-Funded, Well Planned, Well Resourced - Welcome to Canberra

Join ACT Education as a Teacher specialising in disability education either in one of our Specialist Schools or Education Centres.

Teachers – Disability Education

Apart from the improved lifestyle that comes from living in Canberra, the world's most liveable city, your teaching career will also benefit from a move to the ACT Education Directorate teaching service.

Be part of the strategy

The ACT has a landmark strategic plan for the next decade in ACT Education and we'd like you to be a part of it. We call it the *Future of Education* and at its core are the following key principles:

Strengthen systems to focus on equity with quality

Place students at the centre of their learning

Empower teachers, school leaders and other professionals to meet the learning needs of all students

Build strong communities for learning

The ACT Education Directorate has a new Enterprise Agreement continues to support teachers in providing the high quality teaching and learning that makes the ACT a national leader in education. The new Agreement makes ACT teachers Australia's top paid teachers, however, there is more to the agreement than just attractive pay scales. The Agreement includes a range of excellent working conditions that will further improve our teachers' capacity to deliver high quality educational outcomes for all of our students.

Be rewarded now and into your future

Outside of the classroom there are even more benefits to moving your teaching career to ACT Public Education.

12% salary increase over the life of the new EA

Employer superannuation contributions increasing to 11.5%

An additional employer super annuation contributions of up to 2% when you contribute an additional 3%

Even more benefits to working for us

With Canberra being one of the fastest growing areas in Australia the ACT needs more teachers now and into the future. This growth presents more opportunities to teachers within our unique Directorate: Within the ACT Education Directorate, you can have a career without needing to move towns every three to five years.

You can drive from one end of town to the other in 40 minutes

Your skills and experience

Qualifications and/or significant experience in teaching students with disability, complex needs and/or a trauma background.

Demonstrated ability to develop and implement inclusive and effective teaching and learning strategies to engage and improve educational outcomes for a diverse range of students.

Proven capacity to work as part of a team and the ability to use own initiative and to work independently.

Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures and roles and responsibilities.

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

Your Application

If you are a Teacher specialising or wanting to specialise in Disability Education, then please email actededucation@horizonone.com.au or click <https://app.revelian.com/HorizonOneRMS/ap73524/> to commence the application process.

Contact Officer: HorizonOne Recruitment (02) 6189 1044 actededucation@horizonone.com.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 Division

Building Services Officer

Building Service Officer 3 \$67,752 - \$71,593, Canberra (PN: 44132)

Gazetted: 14 October 2019

Closing Date: 21 October 2019

Details: Fadden Primary School is seeking a highly motivated person to undertake the position of Building Services Officer (BSO). Fadden Primary is a dynamic and growing Preschool to six school. We are seeking to employ a very proactive BSO who will work in close collaboration with the Business Manager to maintain and improve our school. The position involves a wide variety of maintenance jobs and overseeing contractors undertaking major works. Must be a self-starter, able to work independently and with school staff to ensure a safe, clean and maintained environment.

Eligibility/Other Requirements: An industry recognised trade qualification or equivalent work experience is desirable. Evidence of the completion of Asbestos Awareness Training delivered by a Registered Training Organisation is required. Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to -

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Jacquie Balch (02) 6142 2460 jacquie.balch@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 Improvement and Performance

North and Gungahlin Network

Gungahlin College

Administrative Officer

School Assistant 4 \$64,615 - \$69,965, Canberra (PN: 35639)

Gazetted: 11 October 2019

Closing Date: 21 October 2019

Details: Aranda Primary School is seeking a highly experienced officer for the position of Business Manager. The successful candidate will be expected to manage a busy work environment with high level competing demands including but not limited to Human Resources, Finance, Risk and Directorate Compliance Management. The ideal candidate will have demonstrated high level management skills, ability to communicate effectively with colleagues, executive teams and major client groups and external stakeholders ensuring high quality customer service is delivered. The position is required to liaise with the Principal to ensure continuity in the delivery of key programs across the school. Participate as a member of the executive team, respond to and provide current, accurate and detailed reporting to both the Principal and school board. Further duties include developing policies and procedures relating to facilities management, responsibility for the preparation of budgets, expenditure reviews, statements and; monitor estimates and financial returns. The Business Manager has supervision responsibility for administrative support officers engaged in various designated roles. The successful candidate will be required to plan, direct and supervise overall duties. Assisting each with personal performance and professional development.

Eligibility/Other Requirements: This position requires a high understanding of financial and Human Resource (HR) management, computer systems and an understanding of the school environment. Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to:

www.worksafe.act.gov.au/health_safety. Prior to commencing in this role a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to-

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. A working knowledge of the MAZE management systems and a current First Aid certificate or willingness to undertake appropriate training is desirable.

Notes: This is a temporary position available from 18 November 2019 until 22 January 2021 with the possibility of extension. Applicants are strongly encouraged to contact the Principal for further information regarding this position. Selection may be based on application and referee reports only.

How to Apply: Applicants are asked to submit an Expression of Interest of maximum two pages along with current curriculum vitae.

Contact Officer: Phil Gray (02) 6142 3030 phil.gray@ed.act.edu.au

Applications should be submitted via the Apply Now button below.

School Performance and Improvement

Tuggeranong Network

Wanniassa School

Executive Assistant

School Assistant 4 \$64,615 - \$69,965, Canberra (PN: 39501)

Gazetted: 14 October 2019

Closing Date: 28 October 2019

Details: Applications are sought for an experienced officer to be the Executive Assistant to the Principal. The Executive Assistant liaises across the school community with various stakeholders, whilst maintaining a high-level of confidentiality and discretion, responds quickly to business needs and adheres to tight timeframes. The Executive Assistant provides strategic, operational and administrative support to the Principal and school leadership team. The role is required to exercise a considerable degree of independence and consistently exercise sound judgment. This includes diary and mailbox management, providing secretariat support for committees and meetings, coordinating action items, preparing correspondence and some research and policy development. Further duties include leading the school's communication and marketing strategy, enrolments management and other duties as determined by the Principal.

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. First Aid Certificate or a willingness to undertake appropriate training. Desirable: Certificate IV or equivalent e.g. Business Administration, Government (School Support Services), Government.

How to Apply: Applicants are asked to submit an application addressing the Selection Criteria (maximum four pages) along with a current curriculum vitae (maximum three pages) and contact details for three referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Marshall (02) 6142 1870 kate.marshall@ed.act.edu.au

School Performance and Improvement

Belconnen Network

Evatt Primary School

Principal

School Leader A 2 \$163,413 - \$188,645, Canberra (PN: 31764)

Gazetted: 14 October 2019

Closing Date: 28 October 2019

Details: Evatt Primary School is situated in Belconnen in the north of the Australian Capital Territory. Evatt Primary School delivers a broad and balanced curriculum in line with the new Australian curriculum, meeting local and individual needs. The school is well resourced which enables students to use a variety of technologies to support their learning. Japanese is the LOTE taught at Evatt Primary School. Evatt Primary School actively fosters and teaches respectful relationships within its community. Every member of the school community is respected and valued for their relationships within its community. The school values cultural diversity and developed differentiated teaching and learning programs which enable all students to feel successful and supported in an inclusive environment. As a community Evatt Primary School's mission statement is "In a caring environment we will achieve our full potential." The Education Directorate is seeking a dynamic school leader to build strong community partnerships and engage the community of Evatt Primary School. The new Principal will ensure the needs of all students are met in a timely way through the strategic use of resources, teams and the Education Support Office. 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. Duties: Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students. ACT Public

Schools value innovative, student focussed leaders who lead school communities that are welcoming, dynamic, inclusive, culturally safe and meet the needs of all students. Successful leaders in our system will be people focussed, have a strong commitment to the wellbeing of staff, students and families, and be capable of leading learning environments where all children and young people experience success, and where every teacher is empowered as an innovative learning professional to deliver high quality, engaging and differentiated learning experiences. The ACT Public School System is growing at pace with a growing city. We are responding to meet the needs of our dynamic Canberra community through the ACT Government's Future of Education Strategy to develop students who have the skills and abilities to succeed in a rapidly changing world - <https://www.education.act.gov.au/our-priorities/future-of-education>. The execution of this ambitious agenda requires dynamic, flexible and innovative leaders who understand the challenges facing contemporary school leaders including the complexity, opportunity and challenges experienced by young people, and can ensure greater student voice and agency with increasingly personalised learning. Successful leaders in the ACT will understand that our people are our greatest resource, that we are a leading learning organisation, where people know they matter and to this end all staff are engaged as learners in quality feedback and professional engagement as part of their daily experience at work. Where all staff understand the impact they have both individually and collectively on student achievement and feel empowered and supported in their own professional growth and development.

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

Note: The process may be used to fill short term acting arrangements for other roles that may become available within the next 12 months.

How to Apply: If you are interested in leading this Canberra public school please send your curriculum vitae (two pages) and statement of claims based on the leadership capabilities outlined in the application package (maximum six pages) and two referees. 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 Evatt Primary School.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kris Willis (02) 6205 3313 kris.willis@act.gov.au

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

School Performance and Improvement

South and Weston Network

Narrabundah Early Childhood School

Principal

School Leader A 1 \$163,413, Canberra (PN: 14755)

Gazetted: 14 October 2019

Closing Date: 28 October 2019

Details: The Education Directorate is seeking a dynamic School Leader to build strong partnerships and engage the community of Narrabundah Early Childhood School (NECS). Narrabundah Early Childhood School is a unique and innovative setting designed to support the learning and development of children from pre-birth to Year 2. With the implementation of Positive Behaviour for Learning (PBL) and a strong focus on

literacy and numeracy, NECS provides a rich learning environment that caters for all learning styles and enables every child to be successful and reach their potential. NECS is dedicated to enhancing the holistic wellbeing of children and their families through nurturing and respectful relationships and is committed to strengthening relationships with Aboriginal and Torres Strait Island peoples by encouraging community activities and parent engagement. Narrabundah Early Childhood School is one of only six early childhood schools in the ACT.

Duties: Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students. ACT Public Schools value innovative, student focussed leaders who lead school communities that are welcoming, dynamic, inclusive, culturally safe and meet the needs of all students. Successful leaders in our system will be people focussed, have a strong commitment to the wellbeing of staff, students and families, and be capable of leading learning environments where all children and young people experience success, and where every teacher is empowered as an innovative learning professional to deliver high quality, engaging and differentiated learning experiences. The ACT Public School System is growing at pace with a growing city. We are responding to meet the needs of our dynamic Canberra community through the ACT Government's Future of Education Strategy to develop students who have the skills and abilities to succeed in a rapidly changing world - <https://www.education.act.gov.au/our-priorities/future-of-education>. The execution of this ambitious agenda requires dynamic, flexible and innovative leaders who understand the challenges facing contemporary school leaders including the complexity, opportunity and challenges experienced by young people, and can ensure greater student voice and agency with increasingly personalised learning. Successful leaders in the ACT will understand that our people are our greatest resource, that we are a leading learning organisation, where people know they matter and to this end all staff are engaged as learners in quality feedback and professional engagement as part of their daily experience at work. Where all staff understand the impact they have both individually and collectively on student achievement and feel empowered and supported in their own professional growth and development.

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

Note: The process may be used to fill short term acting arrangements for other roles that may become available within the next 12 months.

How to Apply: If you are interested in leading this Canberra public school please send your curriculum vitae (two pages) and statement of claims based on the leadership capabilities outlined in the application package (maximum six pages) and two referees. 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 Narrabundah Early Childhood School.

Applications should be submitted via the Apply Now button below.

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

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

**School Performance and Improvement
North and Gungahlin Network
Ngunnawal Primary School**

Deputy Principal

School Leader B \$143,046, Canberra (PN: 42073)

Gazetted: 15 October 2019

Closing Date: 25 October 2019

Details: Ngunnawal Primary School is a thriving P-6 school in the Gungahlin area with an enrolment of approximately 750 students. Ngunnawal is seeking an inspiring School Leader B to join our leadership team. As one of two deputy principals, the successful applicant will:

Work collaboratively with stakeholders to build a culture which puts students first and places the school at the heart of the Ngunnawal community.

Demonstrate proven expertise and a passion for leading in a professional learning community.

Inspirational leadership in curriculum, pedagogy and evidence informed practice.

Support the principal to develop and implement action plans that positively impact learning and wellbeing outcomes for students.

Develop and manage productive staff relationships and performance development through supervision, mentoring and coaching.

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

Note: 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 to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Turner (02) 6142 1500 rebecca.turner@ed.act.edu.au

School Performance and Improvement

Belconnen Network

Canberra High School

School Leader C Science Canberra High School

School Leader C \$122,856, Canberra (PN: 02589)

Gazetted: 14 October 2019

Closing Date: 28 October 2019

Details: Canberra High School is seeking qualified applicants to fill the role of the Science School Leader C.

The successful applicant will:

Lead the Science faculty in developing and implementing curriculum programs and incorporating contemporary and relevant teaching strategies including Science, Technology, Engineering and Mathematics (STEM).

Maintain and manage the Science budgets, resources and staffing.

Establish highly effective relationships with all members of the school community including, staff, parents, students, and external providers.

Support the Principal to develop and achieve whole school strategic goals and lead whole school responsibilities as negotiated with the principal

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.

How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Samara Chisholm (02) 6142 0800 samara.chisholm@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

Belconnen Network

Canberra High School

Business and Facilities Manager

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 45374)

Gazetted: 14 October 2019

Closing Date: 28 October 2019

Details: Canberra High school is seeking a highly motivated and experienced person to manage a busy work environment that has competing demands for the position of Business and Facilities Manager. Canberra High School is a year 7-10 school with Trade Skills Centre. The ideal candidate will have demonstrated high level management and communicate effectively with colleagues, senior staff members and stakeholders, to ensuring that high quality customer service is delivered. The Business and Facilities Manager will be responsible for providing high level support to the principal and school board. Duties include developing policies and procedures relating to facilities management of the school and being responsible for the preparation of budgets, expenditure reviews, statements and monitoring of estimates and financial returns. The Business and Facilities Manager position is also required to plan, direct and supervise the overall operation of the administration support team including overseeing the staffing and payments for casual employees as well as the management of buildings, facilities and grounds to a high level.

Eligibility/Other Requirements: Mandatory Asbestos Awareness Training; evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement.

For further information refer to: www.worksafe.act.gov.au/health_safety. A Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: This is a temporary position available for a period of 12 months 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 identical vacancies over the next 12 months.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Samara Chisholm (02) 6142 0800 samara.chisholm@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

Sustainability and Climate Change

Sustainability Programs

Energy and Water Program Assessor

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 30462)

Gazetted: 15 October 2019

Closing Date: 31 October 2019

Details: Environment, Planning and Sustainable Development Directorate is seeking a Technical Officer to fill the position of Energy and Water Assessor in the Business Unit of the Climate Change and Sustainability Division. The successful applicant will be required to undertake Technical Energy and Water assessments of ACT businesses to support the delivery of the Actsmart Business Energy and Water program.

Eligibility/Other Requirements: Current driver's licence is essential. Some weekend and after hours work may be required.

Note: This is a temporary position available immediately up until 30 June 2021 with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Lara Lloyd (02) 6205 1093 lara.lloyd@act.gov.au

Engagement and Executive Support

Government Services

Assistant Cabinet Liaison Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 45430)

Gazetted: 14 October 2019

Closing Date: 28 October 2019

Details: The Environment, Planning and Sustainable Development Directorate (EPSDD) is on the quest for a skilled operator who thrives in an environment where coordination is key. Our Directorate reports to seven of the eight Ministers in Cabinet and our portfolio responsibilities are diverse, dynamic and numerous – we play a key role in shaping Canberra's future – and we are informed, connected and innovative. Our Cabinet Liaison Officer roles are the glue between EPSDD, its Ministers' Offices and the Cabinet Office. If you pride yourself on strong liaison, coordination skills and attention to detail, we encourage you to apply. We want someone to join our 'can do' team with the ability to simplify processes, identify efficiencies and deliver a service that is second to none. If you have a strong Cabinet background and are looking for a different way to apply your skills, this could be your calling. If you're a team player, we'd like to hear from you in a two-page pitch that addresses the criteria for the role and demonstrates the skills and behaviours desired of an EPSDD-ite.

Eligibility/Other Requirements: Experience with the Objective and Trim records management systems and a solid understanding of the portfolio functions of EPSDD and Cabinet processes is highly desirable.

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

How to Apply: Please submit a written application of no more than two pages, addressing the selection criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Laura Marcantonio (02) 6207 8263 laura.marcantonio@act.gov.au

Environment

Environment Protection Policy

Environment Protection Policy Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 03861)

Gazetted: 11 October 2019

Closing Date: 25 October 2019

Details: Environment Protection Policy has a permanent vacancy commencing immediately. The position will involve the development and review of policy and legislative proposals relating to environment protection and providing advice to Government/management on the environmental impacts of Government policy and legislation. Duties also include representing the business unit on environment protection policy and legislative matters and administrative tasks as required.

Eligibility/Other Requirements: Qualifications or experience in environmental science or related discipline would be an advantage.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Tammie Spackman (02) 6207 2114 tammie.spackman@act.gov.au

Environment

Parks and Conservation Service

Forestry and Fire Management

Senior Project Manager

Senior Professional Officer Grade C \$106,043 - \$114,146, Canberra (PN: 45404)

Gazetted: 16 October 2019

Closing Date: 30 October 2019

Details: The Parks and Conservation Service (PCS) is part of the Environment, Planning and Sustainable Development Directorate (EPSDD) and implements a broad range of natural and cultural resource management programs both on and off reserve that support sustainable environmental conservation land management and heritage outcomes. Fire, Forests and Roads is the section within PCS responsible for the co-ordination and implementation of fire management programs across the PCS estate and unleased Territory lands. It is also responsible for the rural fire trail network and the management of the ACT's commercial forest plantations. ACT commercial forest plantations are managed to ensure social, environmental and water benefits are continuously enhanced with land management costs offset through the sale of timber products. The forestry management team of ACT Parks and Conservation is committed to a continuous improvement framework. This framework is the first step towards PCS seeking Forest Certification. PCS Plantation managers intend to re-establish Ingledene Forest as a nationally approved Emissions Reduction Fund Project. The Australian Carbon Credit Units generated by this project will help meet the ACT Government's emissions reduction targets under the ACT's Climate Strategy. The project will further add 490 Ha of land to the ACT's softwood plantation estate adding 280,000 tonnes of harvestable timber. It will also activate a new recreation hub for the south of Canberra by providing a forest

environment for a host of recreational activities, similar to the current offering provided by Kowen Pine Forest in Canberra's north-east. We are seeking a highly motivated self-driven professional to assist in the delivery of the Ingledene Carbon Forest capital works projects for the Parks and Conservation Service, with a focus on system upgrades to allow for carbon accounting and environmental certification.

Eligibility/Other Requirements: Mandatory tertiary qualifications apply to this position. Applicants must be eligible for membership of the Institute of Foresters of Australia (IFA). A pre-employment medical check is required. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

In addition, applicants must:

Be able and prepared to undertake rostered fire duty and participate in bushfire suppression, prescribed burning activities and training activities as required.

Be able to meet the appropriate firefighting fitness standards to at least the moderate level of the national firefighting task based assessment (assessed annually).

Be prepared to wear a uniform and to work a shift roster, weekends, public holidays or evening shifts at any PCS worksite on an "as needs" basis

Possess a manual drivers' licence.

Note: This is a temporary project position with funding for a four year term. Under the ACT Public Sector Technical and Other Professional Enterprise Agreement, bushfire related activities, including bushfire suppression and rostered standby, are mandatory components of the position. Any offer of employment to the position will be conditional upon successful completion of a nationally recognized firefighting task-based fitness assessment. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a written application of no more than two pages, addressing the Selection Criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Blundell (02) 6207 6303 rebecca.blundell@act.gov.au

Environment

Parks and Conservation Service

Parks Reserves and Rural Land

Woodland Ecologist

Senior Professional Officer Grade C \$106,043 - \$114,146, Canberra (PN: 45384)

Gazetted: 10 October 2019

Closing Date: 17 October 2019

Details: The ACT Parks and Conservation Service (PCS) is responsible for the sustainable management of our national parks, nature reserves, commercial softwood forests and rural lands, including management of Namadgi National Park, Canberra Nature Park, Tidbinbilla Nature Reserve, Googong Foreshores, water catchment areas and commercial pine plantations. The Parks and Conservation Service implements a broad range of natural and cultural resource management programs both on and off reserve that support sustainable environmental conservation land management and heritage outcomes. The Environmental Offsets team sits within PCS and is responsible for delivering commitments linked with development approvals pursuant to the *Commonwealth Government Environment Protection and Biodiversity Conservation Act 1999*. An opportunity exists for a committed and experienced Ecologist, with a high level of scientific expertise, to work within the Environmental Offsets team to lead an expanding Superb Parrot monitoring and research program. This position will be required to work with multiple partners, across

multiple jurisdictions to deliver a program that aims to significantly increase the ecological knowledge of this vulnerable species.

Eligibility/Other Requirements: A tertiary qualification is required in a field of environmental management or biological science, preferably including studies in ecology and conservation of terrestrial fauna and ecosystems. A current manual driver's license. Other experience is outlined in the selection criteria. Pre-employment medical check is required.

Note: This is a temporary position available until 30 June 2021 with the possibility of extension. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Clare McInnes (02) 6205 4680 clare.mcinnnes@act.gov.au

Engagement and Executive Support Communications

Assistant Director, Digital and Design

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 19650)

Gazetted: 15 October 2019

Closing Date: 29 October 2019

Details: An opportunity exists for a highly motivated and experienced communications professional to help lead and deliver the directorate's digital channels. As the Assistant Director, Digital and Design you will be innovative, responsive and customer-focussed. You will lead a small team responsible for managing the day to day delivery of the Directorate's digital channels and design outputs. You will work collaboratively with the Engagement team and will ensure the Directorate's content informs and engages the Canberra community.

Eligibility/Other Requirements: Relevant tertiary qualifications and significant experience working professionally in digital communications essential.

Note: This is a temporary position available from 25 November 2019 for a period of 12 months with the possibility of extension. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a written application of no more than two pages, addressing the Selection Criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below

Contact Officer: Melanie Clarke (02) 6207 1286 melanie.clarke@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

Critical Care

Emergency

Emergency Medicine

Senior Specialist \$222,205, Canberra (PN: 45395)

Gazetted: 17 October 2019

Closing Date: 15 November 2019

Overview of the work area and position: We are a large medical team of 28 FACEMs, a postgraduate fellow, 3 Senior Registrars, 28 registrars, and multiple other junior medical staff. It is a very exciting time for Canberra Hospital Emergency Department (ED), with a modern, expanded physical space consisting of a 5 bed resuscitation area, 30 acute beds, 12 short stay beds, fast track stream with a sub-wait and 14 treatment spaces and a dedicated paediatric area with 6 beds and 2 consult rooms. The coming years include the building of "SPIRE" - new build dedicated ED and critical care building. We are one of the busiest EDs in the country; o We are seeing over 89,000 presentations per annum o We have approximately 20% paediatric presentations o We have high acuity with admission rates of more than 35% o We have a significant trauma case-load o There is potential for FACEMs to be involved in the Regional Aeromedical Retrieval Service, the Inpatient Trauma Service, and the Australian National University o Rostering is flexible and innovative o There are opportunities to make a significant contribution to a growing department o Highly competitive remuneration with extensive support for professional development The Emergency Department at The Canberra Hospital offers a unique, wide-ranging and exciting experience rarely available in a single hospital. 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, \$360,864 Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. o Fellowship of the Royal Australasian College of Emergency Medicine (FACEM) or equivalent specialist qualifications. Please note prior to commencement successful candidates will be required to: o Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). o Undergo a pre-employment Police check. o Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Contact Officer: Dr Gregory Hollis, Clinical Director Emergency Medicine (02) 5124 3309 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 & Children

Pediatrics

Pediatrician

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 44507)

Gazetted: 17 October 2019

Closing Date: 11 November 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 Diabetes 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. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$272,410 - \$331,380 Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). o Fellowship of the Royal Australian and New Zealand College of Paediatrics or equivalent specialist qualifications. o Hold a current driver's license. Please note prior to commencement successful candidates will be required to: o Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). o Undergo a pre-employment Police check. o Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Note: This is a temporary full time position for approximately 15 months. Contact Officer: Dr Anne Mitchell (02) 5124 7607 anne.mitchell@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606

Clinical Services

Critical Care

Emergency

Emergency Medicine

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 45395)

Gazetted: 17 October 2019

Closing Date: 15 November 2019

Overview of the work area and position: The Division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department(ED) and Trauma Service, Medical Emergency Team and the Early Recognition of the deteriorating patient program, Capital Region Retrieval Service and the Research and Service Development Unit. The Emergency Department has a large medical team of 28 FACEMs, a postgraduate fellow, 3 Senior Registrars, 28 registrars, and multiple other junior medical staff. It is a very exciting time for Canberra Hospital's ED which currently operates within a modern, expanded physical space consisting of a 5 bed resuscitation area, 30 acute beds, 12 short stay beds, fast track stream with a sub-wait and 14 treatment spaces and a dedicated paediatric area with 6 beds and 2 consult rooms. The ACT Government is committed to expanding health services to support the needs of the community. This includes building a new Surgical Procedures, Interventional Radiology and Emergency (SPIRE) Centre on campus. The new SPIRE Centre will deliver expanded ED and critical care services in the coming years. We are one of the busiest EDs in the country; o We are seeing over 89,000 presentations per annum o We have approximately 20% paediatric presentations o We have high acuity with admission rates of more than 35% o We have a significant trauma case-load o There is potential for FACEMs to be involved in the Regional Aeromedical Retrieval Service, the Inpatient Trauma Service, and the Australian National University o Rostering is flexible and innovative o There are opportunities to make a significant contribution to a growing department o Highly competitive

remuneration with extensive support for professional development. The Emergency Department at The Canberra Hospital offers a unique, wide-ranging and exciting experience rarely available in a single hospital. **Salary, Remuneration and Conditions:** Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$272,410 - \$331,380. **Eligibility/Other Requirements:** Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. o Fellowship of the Royal Australasian College of Emergency Medicine (FACEM) or equivalent specialist qualifications. o Candidates will be considered for selection if they have successfully completed the FACEM Fellowship exam written and clinical components by the date of completion of this selection process and are elected to Fellowship within 12 months of the selection process. Please note prior to commencement successful candidates will be required to: o Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). o Undergo a pre-employment Police check. o Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. **Contact Officer:** Dr Gregory Hollis, Clinical Director, Emergency Medicine (02) 5124 3309. **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

Cancer & Ambulatory Services

CACHS Medical

Medical Oncologist

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 45256)

Gazetted: 17 October 2019

Closing Date: 28 October 2019

Overview of the work area and position: A 0.2FTE part-time position as Staff Specialist in Medical Oncology is available at The Canberra Hospital. It is expected that the applicant will have general experience and expertise in Medical Oncology. The appointee will require a subspecialty interest in gastrointestinal oncology and also some expertise in translational laboratory research as well as developmental therapeutics. Responsibilities will include outpatient care, supervision of trainees/junior medical staff/medical students, attendance at multidisciplinary meetings and participation in research activities of the unit. The appointee will join the Department of Medical Oncology of the Canberra Region Cancer Centre. The Unit is located within The Canberra Hospital and provides a medical oncology service to the Australian Capital Territories and South-Eastern NSW. The unit supports an active clinical trials research program and has developed translational research links to the John Curtin School of Medical Research at the ANU as well as to the University of Canberra. These collaborations include biomarker development (cancer stem cells and gene panels), compound screening, novel cancer targeting methods (epigenetic and ribosomal biogenesis) and immunotherapeutics. Phase I clinical trial capability is also being developed and the appointee would be expected to contribute to this. Skills to be able to integrate clinical service and research are desirable. <http://www.health.act.gov.au/our-services/cancer-services/health-professionals/medical-oncology> **Salary, Remuneration and Conditions:** Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$272,410 - \$331,380. **Eligibility/Other Requirements:** Mandatory: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA). o Fellow of the

Royal Australasian College of Physicians (FRACP) in Medical Oncology or equivalent specialist qualifications. o Eligibility for membership of the RACP and Medical Oncology Groups of Australia. Desirable: o Higher degree in a field related to cancer research. Please note prior to commencement successful candidates will be required to: o Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). o Undergo a pre-employment Police check. o Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Note: This is a temporary part time position at 8 hours per week available for 12 months. Contact Officer: Dr Desmond Yip (02) 5124 8499 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

Medical Services

Pathology

Anatomical Pathology

Academic Anatomical Pathologist

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 43939)

Gazetted: 17 October 2019

Closing Date:

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, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. ACT Pathology incorporates the Academic Department of Pathology of the Australian National University Medical School led by the Professor of Pathology. The Department of Anatomical Pathology is responsible for the diagnostic pathology for approximately 25,000 surgical pathology and 10,000 cytopathology accessions. Facilities for a wide range of techniques including immunohistochemistry, electron microscopy, flow cytometry, molecular pathology, SISH/FISH, cytogenetics, fine needle and liquid cytology are available on site. Under broad direction, the Anatomical Pathologist plays a key role in the day to day operations of the laboratory and providing diagnostic reporting, leads and is involved in research projects, participates in teaching and training of registrars and students, participates in quality assurance activities and promotes a commitment to high quality customer service. This position is primarily responsible for oversight and ongoing development and delivery of the Anatomical Pathology curriculum to the Graduate Medical Program at the Australian National University Medical School (ANU Medical School) with assistance of another Academic Anatomical Pathologist, other Anatomical Pathologists, and Anatomical Pathology Registrars in the Department of Anatomical Pathology. The successful applicant will have a minimum of 50% non-clinical time allocated to teaching and research. Developing expertise in a sub-speciality area of interest is negotiable. There will be a requirement to be on the on-call roster for Anatomical Pathology pro-rata. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$272,410 - \$331,380 Eligibility/Other Requirements: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency with specialist registration in Anatomical Pathology. o Fellowship of the Royal College of Pathologists Australasia (FRCPA) or equivalent specialist qualifications. o Tertiary qualifications or equivalent in Anatomical Pathology and eligibility for membership of the appropriate professional organisation. Please note prior to commencement successful candidates will be required to: o Be granted with their Scope of Clinical Practice through the Medical Dental Appointments

Advisory Committee (MDAAC). o Undergo a pre-employment Police check. o Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Note: This position is temporary full time for 5 years. Contact Officer: Assoc Prof Sanjiv Jain, Director Anatomical Pathology (02) 5124 2869 sanjiv.jain@act.gov.au or Assoc Prof Adrienne Morey, Anatomical Pathologist (02) 5124 8350 adrienne.morey@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606

Medical Services

Pathology

Anatomical Pathology

Academic Anatomical Pathologist

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 43939)

Gazetted: 17 October 2019

Closing Date: 30 October 2019

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, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. ACT Pathology incorporates the Academic Department of Pathology of the Australian National University Medical School led by the Professor of Pathology. The Department of Anatomical Pathology is responsible for the diagnostic pathology for approximately 25,000 surgical pathology and 10,000 cytopathology accessions. Facilities for a wide range of techniques including immunohistochemistry, electron microscopy, flow cytometry, molecular pathology, SISH/FISH, cytogenetics, fine needle and liquid cytology are available on site. Under broad direction, the Anatomical Pathologist plays a key role in the day to day operations of the laboratory and providing diagnostic reporting, leads and is involved in research projects, participates in teaching and training of registrars and students, participates in quality assurance activities and promotes a commitment to high quality customer service. This position is primarily responsible for oversight and ongoing development and delivery of the Anatomical Pathology curriculum to the Graduate Medical Program at the Australian National University Medical School (ANU Medical School) with assistance of another Academic Anatomical Pathologist, other Anatomical Pathologists, and Anatomical Pathology Registrars in the Department of Anatomical Pathology. The successful applicant will have a minimum of 50% non-clinical time allocated to teaching and research. Developing expertise in a sub-speciality area of interest is negotiable. There will be a requirement to be on the on-call roster for Anatomical Pathology pro-rata. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$272,410 - \$331,380 Eligibility/Other Requirements: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency with specialist registration in Anatomical Pathology. o Fellowship of the Royal College of Pathologists Australasia (FRCPA) or equivalent specialist qualifications. o Tertiary qualifications or equivalent in Anatomical Pathology and eligibility for membership of the appropriate professional organisation. Please note prior to commencement successful candidates will be required to: o Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). o Undergo a pre-employment Police check. o Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Note: This position is temporary full time for 5 years.

Contact Officer: Assoc Prof Sanjiv Jain, Director Anatomical Pathology (02) 5124 2869 sanjiv.jain@act.gov.au or Assoc Prof Adrienne Morey, Anatomical Pathologist (02) 5124 8350 adrienne.morey@act.gov.au
Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606

Clinical Services

Cancer, Ambulatory & Community Health Support

Medical Physics & Radiation

Senior Nuclear Medicine Physics Specialist

Medical Physics Specialist - senior \$150,044 - \$176,014, Canberra (PN: 29263)

Gazetted: 17 October 2019

Closing Date:

Overview of the work area and position: Under the broad direction of Molecular and Nuclear Medicine Physics supervisor, the successful candidate will play a vital role in the MPRE team in providing day to day support to Nuclear Medicine/PET, Medical Imaging and Medical Physics support services to users of medical radiation and related systems, as appropriate. The Medical Physics and Radiation Engineering (MPRE) team is responsible for the safety and quality (accuracy and precision) of clinical/non-clinical radiological and nuclear medicine equipment, facilities and procedures. MPRE contributes technical and scientific support to clinical and research staff enabling efficient use of resources for the diagnosis, treatment and research of disease using medical radiation. MPRE provides a small number of direct healthcare consumer services. MPRE delivers services to CHS via Cancer and Ambulatory Support (CAS). We have collaborative links with research partners at ANU that stimulates opportunities to work on research areas of interest in cancer therapy as one may wish to consider participating as appropriate. The broad areas of MPRE services are in the following sections: o Radiation safety, teaching and research; o Brachytherapy physics; o Teletherapy physics; o Molecular and nuclear medicine physics; o Radiology physics; o Radiation engineering and mould room manufacturing. The Medical Physics and Radiation Engineering (MPRE) department at Canberra Health Services is composed of medical physics specialists in radiation oncology, nuclear medicine, and radiology giving our department a collegial diversity of medical physicists working together.

Eligibility/Other Requirements: Mandatory: o Registered or eligible for registration with the Australasian College of Medical Physicists and Engineers in Medicine (ACPSEM) in Nuclear Medicine Physics or; o Be on the UK HCPC register or hold the USA certificate of ABR, ABSNM or Canadian diploma CCPM in Nuclear Medicine Physics. It is expected that non-ACPSEM registered professionals to work towards ACPSEM registration as Nuclear Medicine Physicist once appointed. o Have postgraduate qualifications in Medical Physics or equivalent. Desirable: o To be on the register of ACPSEM or equivalent register in Nuclear Medicine Physics. o Has experience working in medical physics in clinical Nuclear Medicine environment. o Experience in quantitative nuclear medicine and parametric imaging. o Experience in nuclear medicine software development in image processing and dosimetry. Experience in clinical radionuclide therapy administration. o Hold a current driver's licence. Please note prior to commencement successful candidate will be required to: o Undergo a pre-employment National Police Check. o Be registered under the Working with Vulnerable People (Background Checking) Act 2011. o Comply with Canberra Health Service credentialing and scope of clinical practice requirements for allied health professionals o Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Contact Officer: Farshid Salehzahi (02) 5124 4091 farshid.salehzahi@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606

Justice and Community Safety

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

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

Public Trustee and Guardian

Wills, Estates and Trusts Unit

Executive Officer GreaterGood

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 43923)

Gazetted: 10 October 2019

Closing Date: 17 October 2019

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

We have an opportunity for a motivated and well organised professional to undertake the Executive Officer role for the Capital Region Community Foundation, GreaterGood. GreaterGood is a public charitable foundation established by the Public Trustee and Guardian for the ACT. The Executive Officer role includes, but not limited to, developing and implementing promotional opportunities for GreaterGood; secretariat services to the GreaterGood Board and developing and maintaining professional relationships with relevant stakeholders and developing a working knowledge of Wills and deceased estate administration in order to understand and promote the making of charitable bequests.

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

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

Note: 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 are looking for a dynamic role working in a unique environment then please submit a two page statement of claims, outlining how you meet the behavioural capabilities, technical skills and knowledge components outlined in the Position Description. You should also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

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

Emergency Services Agency

People, Culture and Training

Director, Training Coordination and Management

Senior Officer Grade A \$145,048, Canberra (PN: 45451)

Gazetted: 14 October 2019

Closing Date: 30 October 2019

Details: Have you got a background in looking at services from a strategic perspective and developing capability frameworks that meet the needs of a growing and complex organisation? Do you have experience in developing and managing Emergency Training and Exercise programs? When someone says 'continual improvement cycle' do you want to jump with excitement? And most importantly, do you want to work

with the best 'team of teams' available in the ACT? If you've answered yes to these questions, then the Director, Training Coordination and Management is the job for you! 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: An understanding of the Education, Training and Vocational Education and Training (VET) environment is desirable. Driver's license is essential. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

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

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages addressing the capabilities outlined in the Position Description, contact details of at least two referees, a current curriculum vitae, your WWVP card and a colour copy of your current driver's licence (front and back).

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Hughes (02) 6207 9981 rebeccaj.hughes@act.gov.au

ACT Emergency Services Agency

Commissioner's Office

Director, Agency Collaboration

Senior Officer Grade A \$145,048, Canberra (PN: 14949)

Gazetted: 10 October 2019

Closing Date: 17 October 2019

Details: The ACT Emergency Services Agency is seeking to fill the role of Director, Agency Collaboration. The Director, Agency Collaboration is a key position with the Commissioner's Office of the ACT Emergency Services Agency. A self-motivated, industrious individual, you thrive in fast paced, high pressure situations; working accurately and efficiently to provide high level data and information to key stakeholders. Your knowledge of the machinery of ACT Government, your ability to develop and maintain a network of stakeholders, and your leadership expertise will see you succeed in this crucial role with the ACT Emergency Services Agency.

Eligibility/Other Requirements: This is a designated security assessed position. Confirmation of appointment is subject to satisfactory outcome of the security clearance. This position does require a Working with Vulnerable People Check.

Note: A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Please note that selection may be based on application and referee reports only.

How to Apply: To apply for this vacancy please supply a two page pitch addressing the Selection Criteria, nominate two referees and submit your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kerri Clarke (02) 6207 8383 kerri.clarke@act.gov.au

ACT Courts and Tribunal

ACT Civil and Administrative Tribunal

ACAT Deputy Legal Registrar (Motor Accident Injuries)

Legal 2 \$135,195 - \$140,752, Canberra (PN: 41809)

Gazetted: 10 October 2019

Closing Date: 24 October 2019

Details: The ACT Courts and Tribunal Administration is seeking an experienced lawyer and manager to undertake the role of Deputy Legal Registrar (Motor Accident Injuries) of the ACT Civil and Administrative Tribunal (ACAT).

The Deputy Legal Registrar (Motor Accident Injuries) is responsible for the legal management and oversight of the ACAT's MAI jurisdiction. The role exercises the statutory powers and responsibilities of the ACAT Registrar, providing direction and support to Registry staff in the administration of relevant legislation and expert information to a range of tribunal users. The MAI Registrar conducts a range of case management activities, including triaging case files, managing lists and giving directions, as well as conducting conferences and hearings. The MAI Registrar works closely with the ACAT President and the ACAT Registrar, presidential and other members and administrative staff to advise on and implement legislative reform, ensuring that procedures are simple, quick, inexpensive and informal while also observing natural justice and procedural fairness. The Deputy Legal Registrar (Motor Accident Injuries) also undertakes work across other areas of ACAT's jurisdiction.

Eligibility/Other Requirements: Admission as a practitioner of the High Court or the Supreme Court of an Australian State or Territory is essential, and at least three years post admission experience is desirable.

Qualifications in mediation are desirable.

How to Apply: Written applications, no longer than two pages, should outline how you meet the Professional/Technical skills and knowledge and Behavioural Capabilities set out in the Position Description. Also provide a current curriculum vitae, which addresses the compliance requirements and qualifications for the position, and include the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kristy Soper (02) 6207 1379 Kristy.Soper@act.gov.au

Emergency Services Agency

ACT Ambulance Service

Executive

Executive Officer to Chief Officer

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 45432)

Gazetted: 15 October 2019

Closing Date: 30 October 2019

Details: This role provides a valuable opportunity to be at the forefront of supporting the delivery of enduring change for ACT Ambulance Service (ACTAS). It will suit an enthusiastic, highly professional person who enjoys the challenge of leading a busy team. Under the general direction of the Emergency Services Agency (ESA) Commissioner or Chief Officer ACTAS, the Executive Officer will support the ESA Commissioner or Chief Officer, ACTAS by providing efficient and cohesive management and advice at a senior level; managing the governance of key Committees, including coordinating meetings and activities; managing stakeholder relationships and networks; preparing high-level correspondence, briefs, submissions and reports; and, working collaboratively with key external partners to deliver projects objectives and outcomes. 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: This is a designated security assessed position. Security clearance is not mandatory for the application process but the ability to obtain the security clearance is mandatory for the appointment to this position. Driver's licence is essential. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required.

For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

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: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages addressing the capabilities outlined in the Position Description, contact details of at least two referees, a current curriculum vitae, your WWVP card and a colour copy of your current Driver's Licence (front and back).

Applications should be submitted via the Apply Now button below.

Contact Officer: Howard Wren (02) 6207 0490 howard.wren@act.gov.au

Legislation, Policy and Programs

Justice, Planning and Safety Programs

Senior Policy Officer

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 42772)

Gazetted: 10 October 2019

Closing Date: 24 October 2019

Details: Legislation, Policy and Programs is seeking a motivated Senior Policy Officer to join the Justice Planning and Safety Programs team at the Senior Officer Grade C level. The Justice Planning and Safety Programs team has a key role in driving the Government's justice reform agenda to reduce crime, increase public safety and strengthen communities. The team also advises on and develops policy and programs in relation to all aspects of the justice system and its administration. The successful candidate will be involved in working on a wide range of issues. These could include assisting to develop innovative responses to issues; coordinating strategies that invoke a whole of government and community approach; developing policies and programs that meet the needs of the community; and, managing and facilitating the delivery of justice programs. A key priority is the Justice Housing Program, and this project will be a focus for the successful candidate. Important functions of the position include being able to successfully promote positive relationships with key stakeholders, write for different government and community audiences and manage contracts.

Eligibility/Other Requirements: Knowledge of the criminal justice system and its key stakeholders is desirable.

Note: This is a temporary position. It is a project based role, which is funded until 30 June 2022. There is a possibility of permanency, subject to approval of ongoing funding. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Interested applicants should submit a written application addressing all the Selection Criteria limiting the whole response to a total of two to three pages, and a current curriculum vitae listing two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Angela Brown (02) 6207 3994 angela.brown@act.gov.au

Corporate

People and Workplace Strategy

Assistant Director, Employee/Industrial Relations

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 04808)

Gazetted: 15 October 2019

Closing Date: 29 October 2019

Details: People and Workplace Strategy are seeking a motivated and highly skilled and experienced person to fill the role of Assistant Director, Employee/Industrial Relations. The successful occupant will be

responsible for undertaking a range of complex human resource activities relating to Strategic Human Resources, Employee/Industrial Relations Policy Development and Change Management. The occupant will possess excellent written and verbal communication skills with the ability provide high-level advice to Justice and Community Safety stakeholders and clients on a range of employment matters and in accordance with relevant legislation. The occupant will be self-motivated, show sound judgment and professional resilience and be an effective member of a small team.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field are desirable however not essential. Experience in a related field is highly desirable.

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

How to Apply: Interested applicants should submit a current curriculum vitae, name and contact details of two referees and a 'pitch' of no more than three (3) pages addressing how your knowledge and experience meet the Professional/Technical Skills and Knowledge and Behavioural Capabilities for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Donna Burns (02) 6205 3831 donna.burns@act.gov.au

Major Projects Canberra

Major Projects Canberra

Infrastructure Delivery Partners

Commercial

Infrastructure Senior Project Manager

Infrastructure Officer 4 \$125,969 - \$143,118, Canberra (PN: 13535, several)

Gazette Date: 11 October 2019

Closing Date: 29 October 2019

Details: Do you like a challenge and want to be a key part of a high performing team who work to deliver infrastructure for a safe and vibrant city? Then this opportunity is for you! Infrastructure Delivery Partners provide advice to Directorates, Agencies, Territory Entities and Treasury in relation to the planning and business case approval process for the majority of the capital works program, and deliver the design, construction and post completion phases of the capital works projects. This includes buildings such as education facilities, emergency services facilities and justice facilities; health infrastructure projects; capital upgrades of ACT Government building assets; landscaping projects; and civil works such as roads, stormwater, street-lighting; transport and works associated with land release. The three branches of Social, Commercial and Civil manage approximately \$600 million of capital works each year. In this role, under limited direction and in line with corporate objectives, you will apply high order infrastructure project management and procurement skills to the delivery of a broad range of design and construction projects for the ACT Government. This position reports to an Infrastructure Project Director in IDP and may lead a small team of people. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

- A Degree or Diploma in a relevant technical field (Engineering, Architecture, Project Management or Construction Management) and demonstrated relevant experience;

and/or

- Trade certification with significant building and infrastructure and/or project management experience.

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit a written application addressing the Selection Criteria limiting responses to 500 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Reynolds (02) 6205 8620 melissa.reynolds@act.gov.au

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

Office of the Legislative Assembly

Parliamentary Support

Hansard

Editor of Debates

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 230)

Gazetted: 14 October 2019

Closing Date: 28 October 2019

The Office of the Legislative Assembly (OLA) is seeking applications from suitably experienced and skilled individuals to fill the role of Editor of Debates. The successful candidate will have high quality managerial and editorial experience, a good knowledge of parliamentary practice and procedure and the ability to forge good relationships with members and other stakeholders. In addition, the successful candidate will be familiar with emerging technology trends in Hansard production. With the advent of new and emerging technologies in the area of text capture, the role offers interesting challenges and opportunities for the development of new approaches to the provision of Hansard's services.

Note: This position will commence early February 2020.

How to Apply: Please provide a curriculum vitae, responses to the Selection Criteria outlining experiences and or ability and the contact details of two referees.

Contact Officer: Pattie Tancred 62050107 pattie.tancred@parliament.act.gov.au

Suburban Land Agency

Development Delivery

Greenfield

Gungahlin Development Director

Infrastructure Manager/Specialist 1 \$161,585, Canberra (PN: 12578)

Gazetted: 08 October 2019

Closing Date: 30 October 2019

Details: The Suburban Land Agency is responsible for the encouragement and promotion of inclusive communities, suburban development through delivering all Government land sales and acquisitions. The Greenfield Program Branch is primarily responsible for the planning, design and delivery of projects that optimise the Territory's social, environmental and economic return on land development activities in the ACT in accordance with the Government's Indicative Land Release Program (ILRP). This includes development of Government owned land for residential, commercial, industrial, community and non-urban uses.

The Greenfield Program Branch is seeking a highly skill individual with extensive knowledge and experience of land development, project delivery and team management. The successful applicant will be responsible for the delivery exciting and complex land development projects from conception through to completion. Your strengths will include the strategic understanding of land and property development processes and the ability to manage a program of works according to budgets, risks and deadlines, build and maintain effective stakeholder relationships, analysis and manage risks and make sound, well informed decisions.

You will be required to manage workloads, work to multiple deadlines, deliver high quality outputs under pressure and represent the Suburban Land Agency at various meetings. You will champion the values of the ACT Public Services and actively manage multi-disciplinary teams, projects, and communicate to Senior Management, Suburban Land Agency Executive and Board on project performance, issues, risks and team management.

The successful applicant must hold a relevant professional qualification or accreditation with a professional body recognised with Australia; or have significant building or infrastructure knowledge and/or project management experience.

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

Eligibility/Other Requirements: This position requires the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

Engineering – a four year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

Architecture – a three year degree or higher qualification accredited by an Australian State or Territory architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or Project

Management – either:

A diploma in Project Management accredited by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or

Certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practicing Project Director (CPPD) or Certified Practicing Portfolio Executive (CPPE), in addition to a relevant degree or higher qualification issued by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or

Have at least 10 years relevant experience in Project Management, as described in the work levels.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: David Thornhill, david.thornhill@act.gov.au, (02) 6207 7037

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

Transport Canberra and City Services

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

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

Chief Operating Officer Group

Communications and Engagement

Communications and Engagement Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 21298)

Gazetted: 10 October 2019

Closing Date: 24 October 2019

Details: Do you like a challenge and want to be a key part of a high performing team? Do you want to develop, deliver and evaluate communications and engagement activities for projects that shape our city? Then this opportunity is for you! Under limited direction you will deliver effective, well-evidenced and targeted communication activities. You will work with a range of internal and external stakeholders who are each committed to making Canberra an even better place to live, work and play. On any given day you could be developing a community engagement strategy, providing advice to inform marketing activities or improving the way the directorate uses social media. Each week will bring new challenges to resolve and your work will make a difference.

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

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

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

Contact Officer: Geoff Virtue (02) 6205 0312 geoff.virtue@act.gov.au

City Services

City Presentation

Place Management

Community Programs Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 47711)

Gazetted: 10 October 2019

Closing Date: 24 October 2019

Details: City Presentation Branch in Transport Canberra and City Services (TCCS) is seeking a Community Programs Officer to facilitate and enable community engagement and involvement in land and facility management, place activation and promotion and management of indigenous heritage, with a particular emphasis on engaging with the Aboriginal and Torres Strait Islander community. The role will work as part of a team and will be responsible for working collaboratively within TCCS, other Directorates and with the wider community. The role requires a person who can contribute to the outcomes of the Neighbourhood Programs team, and who has an ability to interact sensitively and effectively with the Aboriginal and Torres Strait Islander community. The role will work closely with: the Urban Parks and Places Volunteering Coordinator as a liaison point to support the convening of volunteer groups and planning of on-ground operations; the Graffiti Coordinator and Playspace staff to plan and develop cultural awareness and connection to specific urban sites across Canberra; the Sport and Recreation Facilities unit in matters

related to Boomanulla Oval; and Urban Treescapes in relation to community engagement around urban forest renewal

Eligibility/Other Requirements:

Mandatory: Current driver's licence. Proficiency in MS Office software. 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. 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.

Desirable: Relevant tertiary qualifications (eg land management, horticulture, heritage, government administration, or other).

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

How to Apply: Please submit a copy of your curriculum vitae and a response outlining your skills and experience against each Selection Criteria (maximum 3 pages).

Applications should be submitted via the Apply Now button below.

Contact Officer: Sue Marriage (02) 6207 6474 sue.marriage@act.gov.au

City Services

Yarralumla Nursery

Nursery Worker

General Service Officer Level 3/4 \$49,702 - \$54,276, Canberra (PN: 41572)

Gazetted: 15 October 2019

Closing Date: 22 October 2019

Details: Transport Canberra and City Services (TCCS) delivers a wide range of services which Canberrans rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, building and managing our roads, footpaths and cycle paths, building light rail, delivering and operating an integrated public transport network, and maintaining many of Canberra's lakes and ponds. A number of the ACT Government's commercial operations are run by TCCS, including ACT NOWaste, Capital Linen Service, Yarralumla Nursery, and the ACT Public Cemeteries Authority. TCCS employs close to 2000 staff working in locations across the ACT. Yarralumla Nursery is the largest wholesale nursery in the southern tablelands and sells high-quality, competitively priced plants to landscape, wholesale and retail industries; Landcare groups; and local, state governments as well as the Australian Government. The Nursery propagates and grows cool climate plants from its own plant stock and seed bank including local, rare and endangered species. 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: Current driver's licence. Chemcert 3 or willingness to obtain.

Work Safety Requirements: The following work safety capacity requirements apply to this role: Pass a Fitness for Duty medical assessment prior to employment to ensure employee has the ability to: Lift heavy materials (16-20kg); Bend and lift repeatedly; Carry out a variety of other heavy manual work; and work outdoors in all seasons.

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

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

How to Apply: Applicants must address the numbered Selection Criteria to be assessed for their suitability against this position. Responses are to be limited to no more than half an A4 page (maximum) against each

of the Selection Criteria. 1. Demonstrated ability to carry out physical and repetitive manual tasks associated with nursery production or sales activities in all weather conditions in accordance with relevant policies and procedures. 2. Under limited supervision, individually or as part of a team, achieve set tasks with accuracy and attention to detail within required timeframes. 3. Demonstrated ability to display commitment to high quality customer service principles, practices and attributes in a wholesale plant nursery environment. 4. Demonstrated ability to exercise good communication and interpersonal skills. 5. An understanding of and commitment to the principles of workplace diversity, participative work practices and workplace health and safety.

Applications should be submitted via the Apply Now button below

Contact Officer: Tinus Ehlers (02) 6207 2445 tinus.ehlers@act.gov.au

Territory and Business Services

Libraries ACT

Libraries ACT

Director, Operations

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 39351)

Gazetted: 14 October 2019

Closing Date: 28 October 2019

Details: The Director Operations role is a senior leadership position in Libraries ACT, and a member of the Libraries ACT Strategic Leadership Committee, providing strategic input into the direction of Libraries ACT as well as management of the nine public library branches, Customer Information Centre and Programs and Events teams. This position requires extensive liaison between Libraries ACT branches and workforce coordination, digital, lifelong learning, collections, services, and business administration areas, as well as with other Business units within Transport Canberra and City Services, other ACT Government Directorates, and external organisations. The successful applicant will need to be a dynamic thinker, a creative problem solver and innovative in finding solutions to problems. They will need to be an effective communicator and lead by example. They will actively contributing to continuous improvement, and strategic and business planning.

Eligibility/Other Requirements: Appropriate tertiary qualifications in business, project management, human resources and/or a related discipline are essential. Extensive experience and skills in managing at a senior level within government-funded service organisations. Recognised tertiary qualifications in library and information studies (as defined by Australian Library and Information Association), or a related discipline are desirable.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Vanessa Little (02) 6207 5002 vanessa.little@act.gov.au

Canberra Health Services

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

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

Clinical Services

Women, Youth, and Children

Director of Allied Health

Health Professional Level 6 \$145,048, Canberra (PN: 41078)

Gazetted: 17 October 2019

Closing Date: 7 November 2019

Details: Our Vision: Creating exceptional health care together.

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

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

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

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

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

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

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

Overview of the work area and position

Women, Youth and Children's Services delivers services at a number of locations, including the Centenary Hospital for Women and Children inpatient and outpatient settings, community health centres and other community settings including people's home. These services include:

Paediatrics and Children's Health

Neonatology

Maternity Services for Women and Babies

Community Health Programs for women and families.

Women, Youth and Children (WYC) provides health services to children, young people, families and women in the ACT and surrounding regions. Staff work in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

Services are delivered across acute, sub-acute and community-based settings including people's homes.

These services include:

Child at Risk Health Unit

Women's Health Service

Early Parenting Counselling Service

Allied Health services including Nutrition, Physiotherapy and Orthoptics

Sonography

Genetic counselling

Play therapy

Neonatal Hearing Screening

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

The Director of Allied Health will work in collaboration with other leadership roles within WYC, and with external Allied Health Leaders to provide professional governance for Social Workers, Psychologists,

Counsellors, Genetic Counsellors, Dietitians, Physiotherapists, Sonographers, Orthoptists and any other Allied Health professionals and technical officers within the Division.

The Director of Allied Health will also be responsible for the operational management of some specific teams, for example, the genetic counselling team and other designated allied health professions as determined by the Executive Director.

WYC is constantly evolving with growth and changes to the populations needs. The successful candidate will be expected to influence that direction and evolve over time to meet these changing drivers.

This role is responsible for the overarching management of financial, human and material resources and the strategic leadership of Allied Health within WYC.

Eligibility/Other Requirements:

Mandatory:

Qualifications are dependent on the applicant's professional group.

Holding a Degree or Diploma in an Allied Health profession is essential.

Where applicable, the applicant must be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Desirable:

Possession of post graduate qualifications in management/administration.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Comply with Canberra Health Service 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 may be required to work, on occasions, outside ordinary business hours.

Contact Officer: Katrina Bracher (02) 5124 7389 katrina.bracher@act.gov.au

Finance and Business Intelligence

Health Information Services

Medical Records

Clinical Coding and Casemix Manager

Clinical Coder Level 3 \$126,167, Canberra (PN: 29585)

Gazetted: 17 October 2019

Closing Date: 31 October 2019

Details: Our Vision: Creating exceptional health care together.

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

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

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

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

A range of community-based health services including Early Childhood Services, Youth and Women's Overview of the work area and position

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

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

Clinical coding is an essential function for Canberra Health Services to facilitate accurate funding reimbursement, to support clinical research and education, to assist in the planning and evaluation of health care services and to fulfil local and mandatory national data submission requirements.

Under broad direction, the Clinical Coding and Casemix Manager is responsible for managing all aspects of the Clinical Coding section, including the Clinical Documentation Specialist (CDS) Program, as well as the Sub and Non-Acute Patient (SNAP) Assessment team.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications or equivalent in Health Information Management.

Eligibility for full membership of the Health Information Management Association of Australia

A thorough knowledge of Australian Standards in relation to paper-based and/or digitised (scanned) health record system requirements is highly desirable

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Desirable:

Minimum five years recent clinical coding and coding management experience

Current driver's licence.

Contact Officer: Jennifer Elliott (02) 5124 3326 jennifer.elliott@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Mental Health Services

Nurse Practitioner

Registered Nurse Level 4.1 \$120,730, Canberra (PN: 19393)

Gazetted: 17 October 2019

Closing Date: 6 November 2019

Details: Canberra Health Services

Our Vision: creating exceptional health care together

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

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

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

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

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

Overview of the work area and position

The Older Persons Mental Health Community Team is a specialist mental health service providing assessment, care planning and intervention for people over the age of 65 years who have, or are suspected of having, a complex mental illness. It is a multidisciplinary team of psychiatrists, nurses, psychologists, social workers and occupational therapists and consists of four sub-teams: Assessment Team, Clinical Management Team, Intensive Treatment Service, and Physical Health Assessment Team.

The Assessment Team is responsible for the management of referrals, providing initial assessments, care planning and short term treatment. The Clinical Management Team provides longer term treatment to people who present with severe complexities. The Intensive Treatment Service is an alternative to a mental health inpatient admission, providing a home based service to people who are in an acute phase of their mental illness. The Physical Health Assessment Team provides physical health screening and care planning to people who are engaged in the Clinical Management Team.

The Nurse Practitioner will work collaboratively as part of the multidisciplinary team across all four sub-teams. The Nurse Practitioner will provide clinical leadership for a range of advanced clinical services including assessment, care planning, treatment and review to people presenting with higher complexity mental health issues in combination with physical health co-morbidities and cognitive impairment. The Nurse Practitioner will also provide nursing leadership in the areas of clinical care, establishing and maintaining partnerships, policy and service development, supervision and mentoring, and education. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

The Nurse Practitioner will report operationally to the Team Manager and professionally to the Director of Nursing of the Division.

Eligibility/Other Requirements

Mandatory:

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

Endorsed as a nurse practitioner with the Nursing and Midwifery Board of Australia (NMBA).

Successful completion of an NMBA approved program of study leading to endorsement as a nurse practitioner or a program that is substantially equivalent to an NMBA approved program of study leading to endorsement as a nurse practitioner as determined by the NMBA.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Kylie Henson (02) 5124 1980 kylie.henson@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health

Access Mental Health Team Registered Nurse

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 40847)

Gazetted: 17 October 2019

Closing Date: 1 November 2019

Details: About us

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

CHS is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

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

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

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

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

Rehabilitation and Specialty Services Mental Health Services

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS), and

Justice Health Services

Overview of the work area and position

The Access Mental Health Team (AMHT) aims to improve the mental health and well-being of people who are residing in the Australian Capital Territory by facilitating access to high quality, integrated mental health

services. The AMHT provides a centralised access process with the aim of providing an identified service entry point to undertake 24 hour triage and a thorough mental health assessment that will link people with the services that most appropriately meets their needs. This will ensure that people are able to access the right mental health service at the right time. AMHT aims to optimise recovery through the provision of an excellent community mental health care service. AMHT incorporates the guidelines and principles outlined in the Adult Community Model of Care, ensuring that the teams practice is current and is keeping pace with the changes occurring in the greater MHJHADS teams. The AMHT function is critical to identify and mitigate potentially life threatening risks for people calling the service.

The successful registered nursing candidate will work under the supervision of senior clinicians to conduct phone and office based triage assessments, of persons who require mental health care. This work will primarily be based in the Belconnen Health Centre, however at times the location of this work may be at other settings in the community such as private residences and or health centres.

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

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

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications in Nursing with current registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Current driver's licence

Prior to commencement successful candidates will be required to:

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*.

Undergo a pre-employment National Police check.

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

Clinical Services

Medicine

Clinical

Discharge Liaison Nurse

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 17526)

Gazetted: 17 October 2019

Closing Date: 31 October 2019

Details: Our Vision: Creating exceptional health care together.

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

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

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

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

Overview of the work area and position

Canberra Hospital Services' Division of Medicine Inpatient wards is seeking applications from dynamic, motivated applicants with good interpersonal and communication skills for the role of Discharge Liaison Nurse.

The specialty areas across the division include: Gastro-medical; Respiratory/ Cardiology/Endocrinology/Rheumatology; Infectious diseases/Neurology/Stroke; and Renal/General Medicine.

Eligibility/Other Requirements:

Mandatory:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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 a period of six months with the possibility of extension. The successful applicants will be expected to work Monday to Friday.

Contact Officer: Angela Edwards (02) 5124 2265 angela.edwards@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Program

Drug and Alcohol Court Registered Nurse

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 14114, several)

Gazetted: 17 October 2019

Closing Date: 1 November 2019

Details: Our Vision: creating exceptional health care together

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

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

Overview of the Work Area and Position

Mental Health, Justice Health and 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. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services

Adult Acute Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

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

Alcohol and Drug Services provides information, advice, referral, intake, assessment and support for ACT residents struggling with substance use issues. We offer services for individuals, their family and friends, general practitioners, other health professionals, and business and community groups.

Under supervision of the Team Leader, the Registered Nurse role at this level is responsible for the provision of provide sound clinical services and interventions to clients of Alcohol and Drug Services. This includes participation in quality management and improvement initiatives to promote optimal service delivery, and the maintenance of professional competencies The Registered Nurse position is supported by a cohesive and multi-disciplinary team.

Eligibility/Other Requirements:

Mandatory:

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

12 months recent nursing experience in an Alcohol and Drug facility, and

Sound understanding of Alcohol and Other Drugs.

Desirable:

Current driver's licence.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Note:

These are temporary positions available for 21 months with possibility of extension and/or permanency.

Positions are part-time at 24 hours per week with four weeks annual leave. This position(s) maybe required to work across multiple sites, participate in overtime, and/or rotation roster.

Contact Officer: Sally Billington (02) 5124 7966 sally.billington@act.gov.au

Clinical Services

Mental Health Justice Health Alcohol and Drug Services

Adult Mental Health Services

Registered Nurse Level 2

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 21896)

Gazetted: 17 October 2019

Closing Date: 1 November 2019

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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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 nursing position is based in the Assertive Community Outreach Service (ACOS), a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). Nursing staff working within Mental Health Justice Health Alcohol and Drug Services (MHJHADS) are required to support people to achieve their personal recovery goals as identified in their Recovery Plan. ACOS operates an extended hours service, operating seven days a week from 08:30 to 21:00 and the position holder will be required to work a rotating roster including morning and evening shifts. 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 (MoC) which will improve the responsivity and diversity of services offered to people. The new 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 successful applicant will be required to work as a member of the multidisciplinary team providing assessment and management of people experiencing severe and enduring mental illness and complex needs. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. Importantly the new 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 working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.
- Eligibility/Other Requirements

Mandatory:

- Be registered or be eligible for registration with the Nursing and Midwifery Board of Australia.
- Tertiary qualifications in Nursing.
- Current passenger vehicles driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

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

Medical Services

ACT Pathology

Haematology

Senior Scientist Transfusion, Haematology

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 21293)

Gazetted: 17 October 2019

Closing Date: 30 October 2019

Our Vision: creating exceptional health care together

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

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

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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

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. ACT Pathology is a division of the Canberra Health Service offering a diagnostic Pathology service to the ACT and surrounding region. The Haematology laboratory is a tertiary facility performing highly complex time consuming investigations in the areas of Transfusion, Haemostasis, Immunophenotyping, Bone Marrow Transplant, Haematology and Morphology on patients with a wide range of co-morbidities. Under broad direction from the Laboratory Manager/Chief Scientist, you will play a key role in providing day to day supervision, instrument trouble shooting and KPI monitoring, investigation of difficult transfusion cases, investigation of complex transfusion testing, quality control monitoring, maintaining manuals and training programs for staff in the Transfusion area of the laboratories at Canberra and Calvary Hospitals. There is a requirement to work on-call, occasional nights, weekends and public holidays.

Eligibility/Other Requirements:

Minimum five years' experience in this discipline.

Adaptability and flexibility to accommodate and lead change.

High level evaluation and analysis skills.

Strong written and oral communication skills.

Ability to work as an individual and as part of a team.

There is a requirement to work on-call, occasional nights, weekends and public holidays

Mandatory:

Tertiary qualification (or equivalent) in Medical Science, Pathology or alternate relevant field.

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

Desirable:

A post graduate qualification (or equivalent) in a relevant field.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check

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

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

Clinical Services

Rehabilitation, Aged and Community Care

Community Care Program

Dietitian

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 43935, expected vacancies)

Gazetted: 17 October 2019

Closing Date: 1 November 2019

Details: Our Vision: creating exceptional health care together

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

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

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

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

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

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

A range of community-based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Overview of the work area and position:

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

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.

Community Care Nutrition services are offered from community health centres and in patient homes across the ACT. The team provides nutrition assessment and intervention for a wide range of nutrition issues, complex and chronic medical conditions including enteral nutrition, chronic renal failure and haemodialysis, weight management, gastrointestinal disorders, malnutrition and wound healing. Community Care Nutrition also provides services for National Disability Insurance Scheme participants. As a clinical unit, we pride ourselves on our continual drive for high quality patient care.

The Dietitian 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 or Postgraduate qualifications in Nutrition and Dietetics or equivalent,

Eligible for membership of the Dietitians Association of Australia and eligible for Accredited Practising Dietitian (APD) credential,

Current Driver Licence,

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check,
Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases,
Comply with Canberra Health Services credentialing requirements for allied health professionals.

Note:

These are expected vacancies, permanent and temporary full-time and part-time may be available. The full-time salary noted above will be pro-rata. Applications from this recruitment process may be used to fill temporary or permanent identical positions within the next 12 months. Selection may be based on written application and referee reports only.

Contact Officer: Kate O'Brien (02) 5124 1479 kate.obrien@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Early Intervention Policy and Projects

Occupational Therapist/Psychologist/Social Worker

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 38021)

Gazetted: 17 October 2019

Closing Date: 1 November 2019

Our Vision: creating exceptional health care together. Our Role: to be a health service that is trusted by our community. Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range publicly funded health facilities, programs and services including but not limited to: The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

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

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

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

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

Overview of the work area and position: Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes. These services include:

Rehabilitation and Speciality Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues.

Under the direction of the Manager of CAMHS Specialist Youth Mental Health Outreach (SYMHO), the Health Professional Officer positions work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. Health Professional Officers within the unit are expected to be actively involved in professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

Eligibility/Other Requirements:

For Occupational Therapy

Mandatory:

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

Eligibility for professional membership of Occupational Therapy Australia

Applicants must have a minimum of three years (ideal five years) post qualifications experience

Current Driver's licence.

For Psychology

Mandatory:

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

Applicants must have a minimum of three years (ideal five years) post qualifications experience

Current Driver's licence.

Desirable:

Approved (or eligible for approval) as a Supervisor and/or Secondary Supervisor for 4 +2 Internship Programs by the Psychology Board of Australia, incl. Higher Degree Students.

For Social Work

Mandatory:

Degree in Social Work

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

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

Applicants must have a minimum of three years (ideal five years) post qualifications experience

Current Driver's licence.

Desirable, for all disciplines:

Previous experience working in mental health sector, post qualification.

Previous experience working with young people.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note: This is a full-time temporary position available for a period of 12 months with the possibility of extension. An order of merit may be established to fill future permanent and temporary vacancies at level, which may arise over the next 12 months.

Contact Officer: Laura Dawel (02) 5124 3190 laura.dawel@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Unit

Psychologist

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 25983)

Gazetted: 17 October 2019

Closing Date: 31 October 2019

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

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

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

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

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

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

Overview of the work area and position

The Adult Mental Health Unit (AMHU) is a 40 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person,

their carers and other key services. MHSSU is a low dependency six bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation. The successful applicant of the Health Professional 3 Psychologist position is responsible for conducting skilled clinical assessments and delivering individual and group based psychological interventions to people. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 and 2 Levels as well as to students and clinically-related staff (such as Allied Health Assistants). The position will report operationally to the Allied Health Manager of AMHU/MHSSU. Professional governance of this position will come from the Principal Psychologist (MHJHADS).

Eligibility/Other Requirements:

Mandatory:

- Be registered or be eligible for general registration with the Psychology Board of Australia (AHPRA).
- Minimum of three years (ideal five years) post qualification experience.
- Current driver's licence.

Highly Desirable:

- Hold approval or be eligible for approval as a Psychology Board of Australia Supervisor.
- Experience working in an inpatient, acute mental health setting.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.
- Comply with Canberra Health Service occupational screening requirements related to immunisation.

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

Note:

This is a temporary position available for immediate start until 10 February 2020 with the possibility of extension and/or permanency. This is a full-time position within Adult Mental Health Unit working Monday to Friday, there is also an option of job sharing/part time hours available. As a Mental Health Psychologist, you will also be eligible for an extra allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021.

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

Clinical Services

Medicine

Clinical

Senior Sleep Scientist

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 32937)

Gazetted: 17 October 2019

Closing Date: 31 October 2019

Our Vision: creating exceptional health care together

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

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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.

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

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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 Sleep Disorders Unit (SDU) is part of the Department of Respiratory and Sleep Medicine (DRSM) based in the Division of Medicine. The SDU provides 24-hour clinical services to patients for the assessment and management of sleep disorders. The Health Professional Level 3 (HP3) Senior Sleep Scientist role working in conjunction with the Team Leader, oversees high quality clinical services in keeping with national accreditation standards. The role may involve evening, overnight and day shifts on a rotating roster basis as part of a multidisciplinary team. The role supervises and provides training of staff and oversees student placements and facilitates quality management systems in SDU. Within CHS, the sleep science profession is part of the Clinical Measurement Science (CMS) disciplines. The other CMS disciplines are cardiac science, clinical neurophysiology, and respiratory science. Scientific staff employed across CMS work under a collective vision; Clinical Measurement Science professionals deliver compassionate service through collaboration and excellence. The Clinical Measurement Sciences Competency Framework outlines the knowledge, skills, behaviours and attributes required of all scientific staff in order to fulfil this vision, and aligns with the CHS values of being reliable, progressive, respectful and kind. The competency framework consists of five generic competency domains that allow for consistent application across all of the disciplines: Professional Conduct, Scientific Knowledge, Clinical Skills, Procedural Proficiency and Professional Development.

Eligibility/Other Requirements

Mandatory:

Tertiary qualifications or equivalent in health science/human physiology and eligibility for membership of the Australasian Sleep Technologists Association (ASTA).

Proficiency in Polysomnography data analysis as per the American Academy of Sleep Medicine (AASM), Australasian Sleep Association (ASA) and Australasian Sleep Technologists Association (ASTA) guidelines. Proficiency in conducting Level 1 diagnostic, Continuous Positive Airway Pressure (CPAP) and Non-Invasive Ventilation (NIV) studies such as Bi-Level ventilation and/or Servo-Adaptive Ventilation titration polysomnography (PSG).

Shift Work – have the ability to work independently up to a 12 hour overnight shift as part of operational requirements.

On-call Roster – to be available and provide support to evening and overnight shifts including being recalled back to work as required.

Desirable:

Post-graduate qualifications in Sleep Medicine and/or professional credential from the Board of Registered Polysomnographic Technologists.

Experience and qualifications in training of students and new graduates to the discipline.

Prior to commencement successful candidates will be required to:

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

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

Comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU); and

Undergo a pre-employment National Police check.

Note

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

Contact Officer: Derek Figurski (02) 5124 2806 derek.figurski@act.gov.au

Clinical Services

Pathology

Microbiology

Senior Scientist Microbiology

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 28754)

Gazetted: 17 October 2019

Closing Date: 31 October 2019

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

Overview of the work area and position

ACT Pathology is a department of The Canberra Hospital offering a diagnostic Pathology service to the ACT and surrounding region. The Microbiology laboratory operates extended hours, 7 days a week, offering a wide range of routine and specialised testing procedures.

The successful applicant will be required to supervise a Laboratory team within the Microbiology Department. They will participate in the routine work of the laboratory as well as performing investigations of a non-routine or more complex nature. Extensive in-depth knowledge and experience in clinical microbiology procedures is essential.

Eligibility/Other Requirements

Mandatory:

A degree in Medical Laboratory Science or equivalent relevant degree (Major in Clinical Microbiology is highly desirable).

A commitment to own professional development and availability to work out of hours and on weekends is essential.

Desirable:

A minimum five years professionally relevant laboratory experience in diagnostic clinical microbiology is preferred.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

This is a temporary vacancy available for twelve months with the possibility of extension and/or permanency. This position is required to participate in shift work and the out of hour's roster as required.

Contact Officer: Susan Bradbury (02) 5124 2510 susan.bradbury@act.gov.au

Finance and Business Intelligence

Health Information Services

Roster/Administration Office Manager

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 44252)

Gazetted: 17 October 2019

Closing Date: 30 October 2019

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

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A range of community based health services including early childhood services, youth and women's health, dental health, mental health, alcohol and drug services.

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

Overview of the Work Area and Position

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

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

The position provides administrative and office management support to the Health Information Service. The role involves coordinating the day to day operations of this busy office environment including managing and maintaining complex rosters within Proact, monitoring supplies, updating multiple databases and spreadsheets relating to activity and service delivery.

The role requires a high level of time management and organisational skills with an ability to liaise effectively with staff at all levels. A high level of knowledge and demonstrated ability in the use of health-based IT systems including ACTPAS, APIAS, Taleo, CPF and Clinical Portal is required.

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Kerri McGufficke (02) 5124 3331 kerri.mcguifficke@act.gov.au

Clinical Services

Territory Wide Surgical Services

Elective Surgery Access Coordinator

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 29745)

Gazetted: 17 October 2019

Closing Date: 31 October 2019

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

Overview of the work area and position

Canberra Health Services provides a wide range of surgical services to the ACT Community and surrounding region. The aim of the Territory Wide Surgical Services Team is to facilitate access to public elective surgical procedures across both CHS and Calvary Public Hospital Bruce. The team also facilitates additional elective surgical programs through a range of private providers.

An exciting opportunity exists to undertake a temporary, full-time position at the Administrative Service Officer 5 level, which involves the provision of timely information to patients on matters related to accessing public elective surgery as well as the oversight of a small team of staff who are responsible for the registration of requests for access to elective surgery.

The role also involves regular communication with other members of the health services team in order to ensure that the ACT Patient Administration System (ACTPAS) maintains accurate waiting time data at the individual patient level as well as executive level reporting.

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note:

This is a temporary position available for a period of three months with possibility of extension and/or permanency

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

Clinical Services

Surgery

Medical Staff

Office Manager, Ophthalmology Outpatient Department

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 38243)

Gazetted: 17 October 2019

Closing Date: 29 October 2019

Our Vision: creating exceptional health care together

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

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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.

The Division of Surgery is responsible for delivering inpatient and outpatient surgical services to the ACT and surrounding region. The Division includes Ophthalmology, Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services and the Trauma and Orthopaedic Research Unit.

Overview of the work area and position:

The Department of Ophthalmology is based at the Canberra Hospital. Three Administrative Service Officers support a multidisciplinary team, comprised of staff specialists, VMOs, registrars, residents, nurses and health professionals, to provide Ophthalmology services to the ACT and surrounding region. Services provided include emergency clinics, routine clinics including post-operative reviews, and minor procedure laser clinics. This position is responsible for overseeing the administrative duties required to coordinate ambulatory patient care for the Ophthalmology specialty. This includes liaising with internal and external stakeholders, managing the billing revenue of each clinic to ensure billing opportunities are maximised and oversight of clinic scheduling.

Eligibility/Other Requirements:

Desirable

Working towards or holds a certificate in Management, Customer Service, Medical terminology or another relevant field.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

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

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Registered Nurse

Registered Nurse Level 1 \$67,078 - \$89,604, Canberra (PN: 37320, several)

Gazetted: 17 October 2019

Closing Date: 31 October 2019

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

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

Overview of the Work Area and Position

The 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 it is expected you will complete assessments, planning, implementing and care of clients. You will also be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Enrolled Nurses. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment.

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).

Minimum 12 months nursing experience within a forensic, acute or mental health setting.

Current driver's licence

Desirable:

Co-morbidity or Alcohol and Drug Service experience.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

There are several temporary full-time and part-time positions available for up to a six months with a commencement date in November. Successful applicants are expected to work a rotating roster including morning, evening and night duty and to be available to work on any day of the week.

Contact Officer: Tasha Lutz (02) 5124 1851 tash.lutz@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Community Mental Health Services

Access Mental Health Registered Nurse

Registered Nurse Level 1 \$67,078 - \$89,604, Canberra (PN: 40949)

Gazetted: 17 October 2019

Closing Date: 31 October 2019

Details: Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

Overview of the work area and position:

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

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

Rehabilitation and Specialty Services

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS), and

Justice Health Services

The Access Mental Health Team (AMHT) aims to improve the mental health and well-being of people who are residing in the Australian Capital Territory by facilitating access to high quality, integrated mental health services. The AMHT provides a centralised access process with the aim of providing an identified service entry point to undertake 24 hour triage and a thorough mental health assessment that will link people with the services that most appropriately meets their needs. This will ensure that people are able to access the right mental health service at the right time. AMHT aims to optimise recovery through the provision of an excellent community mental health care service. AMHT incorporates the guidelines and principles outlined in the Adult Community Model of Care, ensuring that the teams' practice is current and is keeping pace with

the changes occurring in the greater MHJHADS teams. The AMHT function is critical to identify and mitigate potentially life-threatening risks for people calling the service.

The successful registered nursing candidate will work under the supervision of senior clinicians to conduct phone and office-based triage assessments, of persons who require mental health care. This work will primarily be based in the Belconnen Health Centre, however at times the location of this work may be at other settings in the community such as private residences and or health centres.

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

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

Eligibility/Other Requirements:

Mandatory:

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

Current driver's licence

Desirable:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Comply with CHS credentialing and scope of clinical practice requirements for Registered Nurses.

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

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

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Acute Mental Health Service

Adult Acute Mental Health Service Registered Nurse

Registered Nurse Level 1 \$67,078 - \$89,604, Canberra (PN: 20670)

Gazetted: 17 October 2019

Closing Date: 1 November 2019

Details: Our Vision: creating exceptional health care together

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

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

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

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

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

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 commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note

This is a full-time position working a rotating shift roster, including night shifts. A merit list will be developed from this recruitment and from this temporary positions may be offered.

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

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Community and Older Persons

Psychologist

Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 41241)

Gazetted: 17 October 2019

Closing Date: 31 October 2019

Details: Canberra Health Services

Our Vision: creating exceptional health care together

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

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

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

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Dhulwa Mental Health Unit
Justice Health Services, and
Rehabilitation and Specialty Mental Health Services
Overview of the work area and position

The Adult Mental Health Unit (AMHU) is a 40 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation.

The successful applicant of the Health Professional Level 2 (HP2) Psychologist position is responsible for conducting skilled clinical assessments and delivering individual and group based psychological interventions to people. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 Level as well as to students and clinically-related staff (such as Allied Health Assistants).

The position will report operationally to the Allied Health Manager of AMHU/MHSSU. Professional governance of this position will come from the Principal Psychologist (MHJHADS).

This is a full time position within Adult Mental Health Unit working Monday to Friday. As a mental health psychologist, you will also be eligible for an extra allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021.

Eligibility/Other Requirements

Mandatory:

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

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

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

Current passenger vehicles driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Comply with CHS credentialing requirements for allied health.

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

Notes

Psychologists employed by MHJHADS may be eligible for the Mental Health Psychologist allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible.

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

Rehabilitation, Aged and Community Services

Allied Health

Community Care Physiotherapist

Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 28864, several expected vacancies)

Gazetted: 17 October 2019

Closing Date: 1 November 2019

Details: Our Vision: creating exceptional health care together

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

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(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.

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

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

Overview of the work area and position:

Rehabilitation, Aged and Community 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'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 Canberra Health Services's network of health facilities designed to meet the needs of our ageing and growing population.

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

Community Care Physiotherapy services are offered from community health centres and in patient homes across the ACT. The service offers assessment and interventions relating to musculoskeletal pain, acute soft tissue injury, post treatment fractures, dislocations and post orthopaedic surgery.

A limited home visiting domiciliary service is available for patients who are physically/ medically home bound.

Community Care Physiotherapy provides services for Commonwealth Home Support Program clientele.

Eligibility/Other Requirements:

Mandatory:

Degree in Physiotherapy, or recognized equivalent,

Be registered with the Australian Health Practitioner Regulation Agency (AHPRA),

Current drive'r license,

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:

Undergo a pre-employment National Police check,

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

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

Note

These are expected vacancies. There are permanent and temporary positions available at full-time or part-time. Part-time positions will be paid pro-rata.

Contact Officer: Juliana Symonds (02) 5124 1362 juliana.d.symonds@act.gov.au

Allied Health

Acute Allied Health Services

Physiotherapy

Allied Health Assistant - Move it Program

Allied Health Assistant 3 \$64,509 - \$67,676 (up to 71,593 depending on qualification level), Canberra (PN: 21110)

Gazetted: 17 October 2019

Closing Date: 31 October 2019

Details: Our Vision: Creating exceptional health care together.

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

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

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

Overview of the work area and position

Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings. This position sits within the AAHS Physiotherapy service. The Allied Health Assistant will contribute to the cross disciplinary care of patients by implementing the "Move It" Program in an acute care setting under the supervision of an allied health professional. The Program will contribute to patient care by providing tasks that support mobility and functional independence and will require daily interaction with members of the multidisciplinary team including nursing, physiotherapy, exercise physiology, and occupational therapy.

Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas. Clinical supervision, and professional development is provided through team structures, supervision support, competency-based assessments and informal and formal professional development opportunities.

Eligibility/Other Requirements:

Mandatory:

Certificate IV in Allied Health Assistance (or equivalent) or a relevant Diploma level qualification.

Desirable:

Previous experience in an acute health setting.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Comply with ACT Health 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 will be required to participate in an overtime roster. An order of merit will be established for filling identical vacancies within the next 12 months from this process.

Contact Officer: Margot Green (02) 5124 2670 margot.green@act.gov.au

Clinical Services

Surgery

Surgical Administration

Administration Assistant, Surgical Bookings Unit, Division of Surgery

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 14118)

Gazetted: 17 October 2019

Closing Date: 29 October 2019

Details: Canberra Health Services

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

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

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

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

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

The Division of Surgery is responsible for delivering inpatient and outpatients surgical and medical imaging services. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, Ophthalmology, specialist surgical ward areas, medical and nursing Outpatient services and the Trauma and Orthopaedic Research Unit.

Overview of the work area and position

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

Under direction of the Assistant Director of Nursing – Surgical Booking, the Booking Clerk will provide administrative support for the Surgical Bookings Unit by undertaking the duties listed in the duty statement.

Eligibility/Other Requirements

Desirable:

Previous experience in a Surgical Bookings environment or equivalent.

A working knowledge of the Medicare Benefit Schedule (MBS).

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*.

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

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

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

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Rehabilitation and Specialty Mental Services

Administration Officer

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 26422)

Gazetted: 17 October 2019

Closing Date: 22 October 2019

Details: Our Vision: creating exceptional health care together

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

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

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

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

Overview of the work area and position:

The Older Persons Mental Health Community Team is a specialist Mental Health assessment and care service for people over the age of 65 years who have, or are suspected of having, a complex mental illness. The multidisciplinary team works within a clinical management model to provide mental health assessment and treatment services within a recovery framework. The Team consists of three sub-teams, the Assessment Team, the Clinical Management Team and the Intensive Treatment Service.

Under the direct or indirect supervision of the Manager, the Administrative Service Officer 3 will play a key role in the day to day administrative functioning of the Team.

Eligibility/Other Requirements:

Desirable:

Experience working with people with a mental illness or disorder in a community setting

Experience working in an administrative health care setting

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Current driver's licence.

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

Contact Officer: Kylie Henson (02) 5124 1980 kylie.henson@act.gov.au

Allied Health

Acute Allied Health Services

Physiotherapy

Physiotherapist

Health Professional Level 1 \$61,160 - \$80,129, Canberra (PN: 29651, several)

Gazetted: 17 October 2019

Closing Date: 31 October 2019

Details: Canberra Health Services

Our Vision: Creating exceptional health care together.

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

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

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

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

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

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

Overview of the work area and position

Physiotherapy within Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings. This position rotates across inpatient and specialised outpatient services. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high-quality patient care.

Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas.

The overall functions of the physiotherapist under professional supervision include:

- Promoting positive client outcomes through the provision of high-quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team.
- Promoting individual or group service delivery.
- Applying knowledge, skills, professional judgement and initiative in the delivery of routine services.

Clinical supervision, and professional development is provided through team structures, supervision support, competency-based assessments and informal and formal professional development opportunities.

Eligibility/Other Requirements:

Mandatory:

Degree or Diploma in Physiotherapy or equivalent qualifications.

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

Current drivers' licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note:

These positions are new graduate full-time Health Professional Level 1 positions commencing in January/February 2020. These positions are rotational positions. They will be required to participate in an overtime roster.

Contact Officer: Margot Green (02) 5124 2670 margot.green@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Care

Community Care Program

Enrolled Nurse

Enrolled Nurse Level 1 \$60,837 - \$64,999, Canberra (PN: 28270, several)

Gazetted: 17 October 2019

Closing Date: 28 October 2019

Details: Our Vision: creating exceptional health care together

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

- The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.
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- Four Walk-in Centres: which provide free treatment for minor illness and injury.
- Six community health centres: providing a range of general and specialist health services to people of all ages.
- A range of community based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Overview of the Work Area and Position

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of

settings. This includes Canberra Hospital, University of Canberra Public Hospital, Community Health Centres and Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Service values: Reliable, Progressive, Respectful and Kind.

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

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

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

Initiative and enthusiasm for the role

Well - developed communication and interpersonal skills

The ability to work autonomously and as part of the MDT

Organisational ability and time management skills

Eligibility/Other Requirements:

Mandatory:

Diploma in Nursing or Equivalent,

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

A current driver's licence.

Desirable:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note: A permanent part-time position of 28 hours per week on a 5x2 roster (including alternate weekends) is available. In addition a temporary part-time evening position of 21 hours per week on a 5x2 roster including alternate weekends is available to backfill scheduled pending maternity leave. The salary noted will be paid pro rata. This position may backfill occasional extra shifts (including night duty).

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

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Mental Health Rehabilitation Unit

Ward Clerk

Administrative Services Officer Class 2 \$55,934 - \$61,764, Canberra (PN: 27076)

Gazetted: 17 October 2019

Closing Date: 1 November 2019

Details:

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

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 the people

who use of service, 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:

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

Overview of the work area and position: 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 40 bed acute inpatient unit for people with acute mental health issues. 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 be responsible for patient records, admission and discharge procedures, provide administrative support to the clinical staff of the team, and be central to the welcome of visitors to the new unit with a focus on providing quality customer service to the consumers of MHJHADS.

Eligibility/Other Requirements:

Knowledge and experience in the use of relevant medical terminology.

- Understanding in dealing with persons affected with a Mental Illness.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: This is a temporary full-time position and involves shift work and weekends. This position is available from immediate start for six months with possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Tessa Sealey (02) 5124 5404 tessa.sealey@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Senior Manager

Health Professional Level 5 \$124,891 - \$140,596, Canberra (PN: 40755)

Gazetted: 17 October 2019

Closing Date: 31 October 2019

Details: Our Vision: Creating exceptional health care together.

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

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

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

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

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

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

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

Overview of the work area and position:

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

MHJHADS delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's home. These services include:

- Adult Acute Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services
- Justice Health Services
- Rehabilitation and Specialty Mental Health.

Adult Community Mental Health Services (ACMHS) are contemporary evidence-based services providing high quality community based mental health care that is guided by the principles of Recovery. The services aim to provide collaborative care involving the people, their carers and other key services that access the service. This Senior Manager role will oversee the day to day operations and input into the strategic development and planning for the ACMHS program with particular responsibility for those new services commencing under the ACMHS Model of Care redesign process. This will include the Access Mental Health service, Assertive Community Outreach Service, Home Assessment and Acute Response Team, and the Therapy Team.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications in health or a related discipline (Nursing, Occupational Therapy, Psychology or Social Work). Where relevant, unconditional registration or eligibility for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Current driver's licence.

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

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

Comply with Canberra Health Service occupational screening requirements related to immunisation

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

Undergo a pre-employment National Police check.

Note: This is a temporary position available until 9 March 2020.

Contact Officer: Bruno Aloisi (02) 5124 1747 bruno.aloisi@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Care

Community Care Program

Afterhours Community Nurse Coordinator

Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 28254)

Gazetted: 17 October 2019

Closing Date: 28 October 2019

Details: Our Vision: creating exceptional health care together

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

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

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

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

Overview of the Work Area and Position

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

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

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

The Link team is responsible for providing after hours nursing services to patients with a broad range of needs within the ACT community by coordinating the afterhours rapid response service for community nursing including alternate weekends and ACT public holidays.

This part time supervisory role is instrumental to triaging and providing effective support to patients in the community in order to enable them to remain in their own environment wherever possible.

The role oversees interventions which actively contribute to the prevention of unnecessary presentations to acute facilities.

Eligibility/Other Requirements:

Mandatory:

Registered with the Australian Health Practitioner Regulation Agency (AHPRA).

Hold a current driver's licence.

Desirable:

Tertiary or post graduate qualifications and recent experience in a wide range of clinical hospital and/or community health settings applicable to the position.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note: This is a part-time available at 22.75 hours per week. The salary noted will be paid pro rata.

Afterhours supervisory position involving shift work, weekends and Public holidays. Extra shifts are available at times.

Contact Officer: Leontine Muis (02) 512 42900 leontine.a.muis@act.gov.au

Clinical Services

Cancer and Ambulatory Services

Cancer Nursing

Advanced Practice Nurse

Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 36233)

Gazetted: 17 October 2019

Closing Date: 30 October 2019

Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

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

Overview of the work area and position:

The division of Cancer and Ambulatory Support (CAS) provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. Provides a co-ordinated approach in the assessment, management and education of patients who present to the Cancer Services Rapid Assessment Unit. This includes the identification of patients presenting with Oncological Emergencies, treatment and educational needs of patients and their families. Referral to the Nurse Practitioner and/or Medical Officer for appropriate tests and management,

follow up post discharge, data collection and reporting to CAS committees. This position is ideally suited for an APN working towards Nurse Practitioner status.

Eligibility/Other Requirements

Mandatory:

Unconditional registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

Holds or is working towards post graduate qualifications in advanced nursing practice with a strong focus on acute care

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Contact Officer: Sashika Maddock (02) 5124 5180 sashika.maddock@act.gov.au

People and Culture

Workforce Culture and Leadership

Senior Advisor, Workforce Culture and Leadership

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 17885)

Gazetted: 17 October 2019

Closing Date: 31 October 2019

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

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

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

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

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

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

Overview of the work area and position

The People and Culture Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across Canberra Health Services. Workforce Culture and Leadership is a specialist team within People and Culture.

As a senior advisor you will:

Excel at building and maintaining strong relationships with our internal clients to achieve successful organisational change.

Be confident in conducting workplace culture diagnostics and making relevant recommendations to support positive culture change and where appropriate implementing those recommendations.

Have knowledge of contemporary people management practices to support our managers and staff.

Be a great communicator to build and maintain collaborative relationships with our stakeholders.

Possess strong facilitation skills to proficiently deliver programs to both small and large diverse groups.
Be able to work within a high degree of autonomy while being a great team player.

Eligibility/Other Requirements:

Desirable:

- Training and facilitation skills and experience are important – relevant qualifications an advantage
- Health care experience is not essential

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Note:

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

Contact Officer: Flavia D'Ambrosio (02) 5124 9585 flavia.d'ambrosio@act.gov.au

Clinical Services

Medicine

Medical

Operational Manager

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 35657)

Gazetted: 17 October 2019

Closing Date: 24 October 2019

Details: Our Vision: Creating exceptional health care together.

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

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

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

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

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

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

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

Overview of the work area and position:

Reporting to the Division of Medicine Executive Director, the Operational Manager will provide support to the Unit Directors and Administration Staff in the delivery of all operational functions within their relevant specialties. This will include overseeing the administrative functions within the department, ensuring all key performance targets are met and standard Operating Procedures are adhered to and that appropriate data is available. It requires a high level of strategic thinking and the ability to assist the business manager in the development of models of care and the development of services going forward.

Eligibility/Other Requirements:

Mandatory:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Desirable:

Previous experience working in the health sector.

Note:

This is a temporary position available for a period of 12 month with the possibility of permanent appointment.

Contact Officer: Jacqui Taylor (02) 5124 3603 jacqui.h.taylor@act.gov.au

People and Culture

Workforce Culture and Leadership

Senior Advisor, Workforce Culture and Leadership

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 10823)

Gazetted: 17 October 2019

Closing Date: 31 October 2019

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

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

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

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

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

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

Overview of the work area and position

The People and Culture Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across Canberra Health Services. Workforce Culture and Leadership is a specialist team within People and Culture.

As a senior advisor you will:

Excel at building and maintaining strong relationships with our internal clients to achieve successful organisational change

Be confident in conducting workplace culture diagnostics and making relevant recommendations to support positive culture change and where appropriate implementing those recommendations

Have knowledge of contemporary people management practices to support our managers and staff

Be a great communicator to build and maintain collaborative relationships with our stakeholders

Possess strong facilitation skills to proficiently deliver programs to both small and large diverse groups

Be able to work within a high degree of autonomy while being a great team player.

Eligibility/Other Requirements:

Desirable:

Training and facilitation skills and experience are important – relevant qualifications an advantage.

Health care experience is not essential

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Flavia D'Ambrosio (02) 5124 9585 flavia.d'ambrosio@act.gov.au

Clinical Service

Cancer, Ambulatory and Community Health Support

Medical Physics and Radiation

Medical Physics Specialist

Medical Physics Specialist \$103,876 - \$144,273, Canberra (PN: 24891, several)

Gazetted: 17 October 2019

Closing Date: 31 October 2019

Details: Creating exceptional healthcare together is our vision for Canberra Health Services and our role is to be a health service that is trusted by our community. Canberra Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

Overview of the work area and position

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

The advertised position is for a radiation oncology medical physics specialist who will contribute to the delivery of state-of-the-art radiotherapy for our cancer patients. Equipment includes four Varian linear accelerators with capabilities for Volumetric Modulated Arc Therapy (VMAT), stereotactic radiotherapy, and motion mitigation techniques. We use the Aria oncology information system which is cloud hosted. Other treatment services include superficial x-ray therapy and brachytherapy.

We are engaged with ongoing commissioning of a new treatment planning system (Varian Eclipse) along with new TrueBeam linear accelerators over the coming months. The successful applicant will play a key role in providing medical physics commissioning work for the abovementioned items as well as working as a valued team member. Our team participates in Trans-Tasman Radiation Oncology Cooperative Group (TROG) trials. Our department is accredited to train diagnostic radiology and radiation oncology medical physics registrars. Our team members have active collaborations with University of Sydney, University of New South Wales and the Australian National University. We are also actively participating in machine learning and artificial intelligence projects related to radiotherapy.

Eligibility/Other Requirements: Mandatory: Be registered, or demonstrated eligibility for registration, on the Qualified Medical Physics Specialists in Radiation Oncology Medical Physics register administered by the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM).

Hold a higher degree (M. Sc. or higher) majoring in Physics from an accredited university.

Hold, or be eligible for a current Australian driver's licence. Desirable: Hold certification from the ACPSEM, or equivalent, in one or more specialties of Medical Physics, preferably in Radiation Oncology Medical Physics. Experience working in medical physics in a clinical environment.

Prior to commencement successful candidates will be required to: Undergo a pre-employment National Police Check. Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: There are two temporary positions available for a period of six months with the possibility of extension and/or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Ben Cooper (02) 51242 256 ben.cooper@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>

Corporate Services

Strategic Infrastructure

Assistant Director, Health Facility Planning and Accommodation

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 13138)

Gazetted: 17 October 2019

Closing Date: 21 October 2019

Details: The Strategic Infrastructure Division has an opportunity for an experienced and highly motivated person to fill the position of Assistant Director within the Health Facility Planning team. The successful applicant be responsible for coordinating and contributing to the production of health planning unit briefs, facility concept design processes and asset planning for ACT Health as well as managing accommodation requests for ACT Health occupied facilities.

We are looking for a 'can-do' person who shows initiative and a commitment to quality work. You will live the ACT public service values of respect, integrity, innovation and collaboration and bring with you to work a positive attitude and a high level of professionalism. We are looking for a team player who values and respects others' contributions to the workplace and in turn contributes knowledge and skills for the greater good.

Eligibility/Other Requirements: Tertiary qualifications in health, management or a related discipline, and experience in and knowledge of the public health sector in Canberra, as well as experience or knowledge of health facility planning are desirable.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Zoe Ivansson (02) 6205 9007 zoe.ivansson@act.gov.au

Office of Director-General

Office for Mental Health and Wellbeing

Administrative Support Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 45482)

Gazetted: 16 October 2019

Closing Date: 30 October 2019

Details: The Office for Mental Health and Wellbeing (the Office) are seeking a person to provide administrative support for the Office with a particular focus on LifeSpan and the Youth Aware of Mental Health projects/programs. As the Administrative Support Officer, you will report to the Assistant Director – LifeSpan Implementation and undertake a wide-range of administrative duties within a busy environment, working collaboratively within a small team. This will include providing secretariat support for committees, simple procurement, contract management, preparing correspondence and records management duties.

Note: This is a temporary position commencing immediately until 30 June 2021, with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Please submit a written response to the Selection Criteria, together with a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Wafer (02) 5124 9792 matthew.wafer@act.gov.au

Health Systems, Policy and Research

Health Systems, Planning and Evaluation

Branch Operations Unit

Support Worker

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 39115)

Gazetted: 16 October 2019

Closing Date: 30 October 2019

Details: Do you want to help to shape, and contribute to, a therapeutic community healing and rehabilitation service for Aboriginal and Torres Strait Islander people? The ACT Health Directorate is recruiting staff to work at the Ngunnawal Bush Healing Farm. Our ideal candidate has an understanding of Ngunnawal culture and the respective traditions and cultures of all Aboriginal and Torres Strait Islander people living in the ACT region. The person we recruit will have great interpersonal and communication skills and skills that equip them to work in a therapeutic community with marginalised clients. You will be self-directed and work productively in a team environment. You will be resilient and flexible, and most of all, passionate about what you do.

Eligibility/Other Requirements: Previous experience working within Aboriginal and Torres Strait Islander communities. Current driver's licence. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check and have 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. 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: In two pages or less tell us why you want the role and outline your Skills, Experience and Suitability based on the requirements of the role as set out in the Selection Criteria and Position Description. This could include telling us about an achievement that you are most proud of. Please submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referee details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Victoria Kelsey (02) 5124 9908 victoria.kelsey@act.gov.au

Health Systems, Policy and Research

Health Systems, Planning and Evaluation

Branch Operations Unit

Aboriginal and Torres Strait Islander Community Liaison Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430 , Canberra (PN: 40714, several)

Gazetted: 16 October 2019

Closing Date: 30 October 2019

Details: Do you want to help to shape, and contribute to, a therapeutic community healing and rehabilitation service for Aboriginal and Torres Strait Islander people? The ACT Health Directorate is recruiting staff to work at the Ngunnawal Bush Healing Farm. Our ideal candidate has an understanding of Ngunnawal culture and the respective traditions and cultures of all Aboriginal and Torres Strait Islander people living in the ACT region. The person we recruit will have great interpersonal and communication skills and skills that equip them to work in a therapeutic community with marginalised clients. You will be self-directed and work productively in a team environment. You will be resilient and flexible, and most of all, passionate about what you do.

Eligibility/Other Requirements: Previous experience working within Aboriginal and Torres Strait Islander communities. Current driver's licence. Prior to commencement successful candidates will be required to: Undergo a pre-employment National Police check and have 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. 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: In two pages or less tell us why you want the role and outline your Skills, Experience and Suitability based on the requirements of the role as set out in the Selection Criteria and Position Description. This could include telling us about an achievement that you are most proud of. Please submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referee details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Victoria Kelsey (02) 5124 9908 victoria.kelsey@act.gov.au

Health Systems, Policy and Research

Public Health Protection and Regulation

Health Protection Service

Assistant Director- Projects

Pharmacist Level 5 \$124,891 - \$140,596, Canberra (PN: 45334)

Gazetted: 15 October 2019

Closing Date: 22 October 2019

Details: 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. 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.

The Pharmaceutical Services Section (PSS) has statutory and non-statutory responsibilities to promote the safe use of medicines in the ACT community. These responsibilities are stipulated under the Medicines, Poisons and Therapeutic Goods Act 2008 and Public Health Act 1997. The section is responsible for regulating controlled medicines prescribing and supply in the ACT, in the interest of minimising the risks associated with their abuse, misuse and diversion. This includes assessing applications from prescribers for approval to prescribe controlled medicines, and monitoring supplies from pharmacies through its prescription monitoring system. This position is to provide subject matter expertise and lead operational change for the ACT's adoption national Real Time Prescription Monitoring (RTPM). The project will include replacement of the HPS's legacy Drugs and Poisons Information System (DAPIS) and integration with the national RTPM system developed by the Australian 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.

Eligibility/Other Requirements: Be registered or have applied for registration as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. Information and Communication Technology (ICT) project experience in a Healthcare or Government setting. Qualifications in Project or Change management.

Note: This is a temporary position available from the 1 January 2020 for a period of three months with the possibility of extension up to two years. 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: Applicants should provide a response to the Selection Criteria of no more than three pages, plus a curriculum vitae with names of two referees. Referees will not be contacted without the applicant's consent.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vivien Bevan (02) 5124 9260 vivien.bevan@act.gov.au

Health Systems, Policy and Research

Health System Planning and Evaluation

Branch Operations Unit

Assistant Director, Ngunnawal Bush Healing Farm

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 38945)

Gazetted: 16 October 2019

Closing Date: 30 October 2019

Details: Do you want to help to shape, and contribute to, a therapeutic community healing and rehabilitation service for Aboriginal and Torres Strait Islander people? The ACT Health Directorate is recruiting staff to work at the Ngunnawal Bush Healing Farm. Our ideal candidate has an understanding of Ngunnawal culture and the respective traditions and cultures of all Aboriginal and Torres Strait Islander people living in the ACT region. The person we recruit will have great

interpersonal and communication skills and skills that equip them to work in a therapeutic community with marginalised clients. You will be self-directed and work productively in a team environment. You will be resilient and flexible, and most of all, passionate about what you do. Eligibility/Other Requirements: This is a designated position in accordance with s42, Discrimination Act 1991 and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. Previous experience working within Aboriginal and Torres Strait Islander communities is required. A current Driver's Licence is essential. The successful candidate will be required to undergo a National Police check. Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

How to Apply: In two pages or less tell us why you want the role and outline your Skills, Experience and Suitability based on the requirements of the role as set out in the Selection Criteria and Position Description. This could include telling us about an achievement that you are most proud of. Please submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referee details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Victoria Kelsey (02) 5124 9908 victoria.kelsey@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

Teacher Level 1 \$74,437 - \$99,320

Martin Jud 774-27221, Section 68(1), 10 October 2019

Professional Officer Class 2 \$84,257 - \$96,430

Claire Stalker-Booth 853-68911, Section 68(1), 11 October 2019

This appointment is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 14, Direct Appointment of Employee General. An appointment under this section is not appellable.

Teacher Level 1 \$74,437 - \$99,320

Donald White 739-82666, Section 68(1), 10 October 2019

Chief Minister, Treasury and Economic Development

Senior Officer Grade C \$106,043 - \$114,146

Amanda Day 835-22671, Section 68(1), 14 October 2019

Administrative Services Officer Class 2 \$55,934 - \$61,764

Zane Orr 858-63461, Section 68(1), 30 September 2019

Senior Officer Grade A \$145,048

David Polglase 863-14384, Section 68(1), 10 October 2019

Administrative Services Officer Class 4 \$70,359 - \$76,184

Wendy Riley 858-76836, Section 68(1), 11 October 2019

Information Technology Officer Class 1 \$68,204 - \$77,639

Alicia Rosser 858-60789, Section 68(1), 14 October 2019

Administrative Services Officer Class 2 \$55,934 - \$61,764

Matthew Thompson 853-58051, Section 68(1), 8 October 2019

Community Services

Senior Officer Grade A \$145,048

Moira Buchholtz 858-79762, Section 68(1), 14 October 2019

Administrative Services Officer Class 6 \$84,257 - \$96,430

Juleigh Langenberg 858-50548, Section 68(1), 12 October 2019

Administrative Services Officer Class 6 \$84,257 - \$96,430

Skye Williams 858-64253, Section 68(1), 14 October 2019

Education

Building Service Officer 2 \$58,001 - \$60,637

Garry Anderson 849-07434, Section 68(1), 14 October 2019

School Assistant 4 \$64,615 - \$69,965

Benjamin Edwards 858-13720, Section 68(1), 14 October 2019

School Assistant 2/3 \$47,563 - \$57,998

Tameika Haddock 849-07784, Section 68(1), 11 October 2019

School Assistant 2/3 \$47,563 - \$57,998

Erlina Hastarini 848-92885, Section 68(1), 11 October 2019

School Assistant 2/3 \$47,563 - \$57,998

Olivia Horvat 863-12290, Section 68(1), 11 October 2019

School Assistant 2/3 \$47,563 - \$57,998

Cecilia Nelmes 858-13528, Section 68(1), 11 October 2019

School Assistant 2/3 \$47,563 - \$57,998

Gabrielle Payne 843-58156, Section 68(1), 11 October 2019

School Assistant 2/3 \$47,563 - \$57,998

Andrew Rowe 863-13218, Section 68(1), 14 October 2019

School Assistant 2/3 \$47,563 - \$57,998

Chizuko Rundell 843-30153, Section 68(1), 11 October 2019

Environment, Planning and Sustainable Development

Senior Officer Grade A \$145,048

Janet Boyd 844-58026, Section 68(1), 15 October 2019

General Service Officer Level 5/6 \$55,097 - \$60,637

Ben Weiss 853-70456, Section 68(1), 14 October 2019

Health

Administrative Services Officer Class 5 \$78,197 - \$82,771

Zoe Allen 849-04567, Section 68(1), 12 October 2019

Independent Competition and Regulatory Commission

Administrative Services Officer Class 5 \$78,197 - \$82,771

Matthew Harris 858-78321, Section 68(1), 14 October 2019

Justice and Community Safety

Government Solicitor 1 \$70,650 - \$105,793

Hannah Bowcock 858-60551, Section 68(1), 3 October 2019

Government Solicitor 1 \$70,650 - \$105,793

Emma Buckland 846-87232, Section 68(1), 3 October 2019

Ambulance Paramedic \$70,647 - \$79,475 plus penalties

Erin Gilliland 853-79362, Section 68(1), 1 October 2019

Non-advertised vacancy - In accordance with the ACT Public Sector Act Ambulance Service Enterprise Agreement 2013-2017, under clause P1.2 (a), (b) and ©.

Ambulance Paramedic \$70,647 - \$79,475 plus penalties

Tanner Jones 853-81593, Section 68(1), 12 October 2019

Non-advertised vacancy - In accordance with the ACT Public Sector Act Ambulance Service Enterprise Agreement 2013-2017, under clause P1.2 (a), (b) and ©.

Government Solicitor 1 \$70,650 - \$105,793

Maddison Lamers 858-66435, Section 68(1), 3 October 2019

Ambulance Paramedic \$70,647 - \$79,475 plus penalties

Simone Peters 853-79872, Section 68(1), 1 October 2019

Non-advertised vacancy - In accordance with the ACT Public Sector Act Ambulance Service Enterprise Agreement 2013-2017, under clause P1.2 (a), (b) and ©.

Ambulance Paramedic \$70,647 - \$79,475 plus penalties

Amy Spiteri 853-81630, Section 68(1), 14 October 2019

This Appointment is made in accordance with Clause P1.2 (a), (b) and © of the Ambulance Enterprise Agreement 2013-2017.

Ambulance Paramedic \$70,647 - \$79,475 plus penalties

Emma Waterhouse 853-50519, Section 68(1), 1 October 2019

Non-advertised vacancy - In accordance with the ACT Public Sector Act Ambulance Service Enterprise Agreement 2013-2017, under clause P1.2 (a), (b) and ©.

Ambulance Paramedic \$70,647 - \$79,475 plus penalties

Nicholas Wilson 853-81841, Section 68(1), 1 October 2019

Non-advertised vacancy - In accordance with the ACT Public Sector Act Ambulance Service Enterprise Agreement 2013-2017, under clause P1.2 (a), (b) and ©.

Ambulance Paramedic \$70,647 - \$79,475 plus penalties

Melanie Wiseman 853-79688, Section 68(1), 2 October 2019

Non-advertised vacancy - In accordance with the ACT Public Sector Act Ambulance Service Enterprise Agreement 2013-2017, under clause P1.2 (a), (b) and ©.

Office of the Legislative Assembly

Information Technology Officer Class 2 (\$83,135 - \$95,146)

Jincy George 00781, Section 68 (1), 21 March 2019

Administrative Services Officer Class 5 \$78,197 - \$82,771

Hannah Pearce 00762, Section 68(1), 11 October 2019

Transport Canberra and City Services

General Service Officer Level 5/6 \$55,097 - \$60,637

Ngalan Gilbert 863-13373, Section 68(1), 14 October 2019

Senior Officer Grade C \$106,043 - \$114,146

Tomas Lawless 858-64157, Section 68(1), 11 October 2019

EGSO4.2 - Workshop Staff \$67,957

Brendan Lewthwaite 858-75024, Section 68(1), 17 October 2019

Administrative Services Officer Class 4 \$70,359 - \$76,184

Benjamin McMahon 844-31763, Section 68(1), 17 October 2019

Administrative Services Officer Class 4 \$70,359 - \$76,184

Alicia Robb 863-13824, Section 68(1), 14 October 2019

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Canberra Health Services

Registered Nurse Level 3.1 \$106,795 - \$111,190

Clare Barrott 862-10876, Section 68(1), 17 October 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Cassandra Bell 862-09904, Section 68(1), 26 October 2019

Administrative Services Officer Class 3 \$63,374 - \$68,204

Vanessa Burns 859-53117, Section 68(1), 4 October 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Gemma Corey 857-93096, Section 68(1), 9 October 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Duy Ngoc Tram Cu 859-52181, Section 68(1), 9 October 2019

Administrative Services Officer Class 2/3 \$55,934 - \$68,204

Georgia Gargan 862-10251, Section 68(1), 17 October 2019

Enrolled Nurse Level 1 \$60,837 - \$64,999

Raelene Griffin 859-50928, Section 68(1), 17 October 2019

Health Service Officer Level 3 \$51,072 - \$52,732

Anthony Harriss 863-14237, Section 68(1), 14 October 2019

Registered Midwife Level 1 \$67,078 - \$89,604

Romola Hill 863-14325, Section 68(1), 14 October 2019

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

Candice Jones 859-53096, Section 68(1), 17 October 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Manu Joseph 857-92974, Section 68(1), 14 October 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Peter Joyce 862-10796, Section 68(1), 18 November 2019

Administrative Services Officer Class 5 \$78,197 - \$82,771

Pallavi Konujula 861-32353, Section 68(1), 10 October 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Sushmita Kumar 859-51699, Section 68(1), 9 October 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Maddison Landon 857-42491, Section 68(1), 31 October 2019

Administrative Services Officer Class 2/3 \$55,934 - \$68,204

Anna McCall 863-13576, Section 68(1), 17 October 2019

Registered Nurse Level 3.1 \$106,795 - \$111,190

Audrey Miller 853-64160, Section 68(1), 17 October 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Jennifer Omorodion 848-19434, Section 68(1), 9 October 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Jhun Pantonial 857-44382, Section 68(1), 10 October 2019

Enrolled Nurse Level 1 \$60,837 - \$64,999

Jake Parker 857-43857, Section 68(1), 31 October 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Jitha Pawothil Abraham 845-01434, Section 68(1), 10 October 2019

Health Professional Level 2 \$65,216 - \$89,528

Kate Peterson 853-58836, Section 68(1), 17 October 2019

Health Service Officer Level 4 \$52,732 - \$54,750

Stp Pinugu 862-63142, Section 68(1), 9 October 2019

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

Nikola Raic 861-30964, Section 68(1), 28 October 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Meera Raju 857-93715, Section 68(1), 18 November 2019

Registered Midwife Level 2 \$93,151 - \$98,728

Charlene Samways 863-14528, Section 68(1), 16 October 2019

Enrolled Nurse Level 1 \$60,837 - \$64,999

Lindsey Thompson 845-04598, Section 68(1), 31 October 2019

Administrative Services Officer Class 3 \$63,374 - \$68,204

Ellie Toole 856-73537, Section 68(1), 9 October 2019

Administrative Services Officer Class 2/3 \$55,934 - \$68,204

Kate Zuzek 863-14253, Section 68(1), 14 October 2019

ACT Health

Administrative Services Officer Class 5 \$78,197 - \$82,771

Cassandra Lyons 863-13613, Section 68(1), 9 October 2019

TRANSFERS

-
Chief Minister, Treasury and Economic Development

Cassia Payne: 793-38257

From: Administrative Services Officer Class 4 \$70,359 - \$76,184

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$70,359 - \$76,184

Chief Minister, Treasury and Economic Development, Canberra (PN. 44884) (Gazetted 14 August 2019)

-
Canberra Health Services

Cameron Bertrand-Bruce: 848-80534

From: Administrative Services Officer Class 6 92,927

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$84,257 - \$96,430

Canberra Health Services, Canberra (PN. 44902) (Gazetted 15 August 2019)

Parminder Bhagria: 840-49361

From: Administrative Services Officer Class 2/3 \$55,934

Canberra Health Services

To: Administrative Services Officer Class 2/3 \$55,934 - \$68,204

Canberra Health Services, Canberra (PN. 25116) (Gazetted 30 May 2019)

Andrea Larsen-Tacon: 857-45078

From: Registered Nurse Level 1 \$67,078

Canberra Health Services

To: Registered Nurse Level 1 \$67,078 - \$89,604

Canberra Health Services, Canberra (PN. 24559) (Gazetted)

Education

Bernadette Hayes: 711-00383

From: School Leader A \$163,413

Education

To: Senior Officer Grade C \$106,043 - \$114,146

Education (PN: 41866) (Gazetted 17/10/2019)

PROMOTIONS

-
Canberra Institute of Technology

Industry Engagement & Strategic Relations

CIT Training Initiatives Unit

Sheree Billingham: 820-77537

From: Administrative Services Officer Class 5 \$78,197 - \$82,771

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$84,257 - \$96,430

Canberra Institute of Technology, Canberra (PN. 37063) (Gazetted 14 October 2019)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

Education and Training Services

Student and Academic Services

Education Services

Bhavna Grover: 835-65954

From: Administrative Services Officer Class 5 \$78,197 - \$82,771

Canberra Institute of Technology

To: Administrative Services Officer Class 6 \$84,257 - \$96,430

Canberra Institute of Technology, Canberra (PN. 55776) (Gazetted 16 October 2019)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

Chief Minister, Treasury and Economic Development

Policy and Cabinet

Communications and Engagement

Executive and Business Support

Paushali Adhikary: 858-51110

From: Administrative Services Officer Class 3 \$63,374 - \$68,204

Community Services

To: Administrative Services Officer Class 4 \$70,359 - \$76,184

Chief Minister, Treasury and Economic Development, Canberra (PN. 36835) (Gazetted 14 August 2019)

Community Services

Housing ACT

Infrastructure and Contracts

Contract Management Unit

Heidi Bell: 827-54358

From: Senior Officer Grade C \$106,043 - \$114,146

Community Services

To: †Senior Officer Grade B \$124,891 - \$140,596

Community Services, Canberra (PN. 11710) (Gazetted 5 August 2019)

Children, Youth and Families

Child and Youth Protection Services

Cultural Services

Lucy Konda: 817-92571

From: Child and Youth Protection Professional Level 3 \$97,103 - \$102,049 (up to \$106,862 on achieving a personal upgrade)

Community Services

To: †Child and Youth Protection Professional Level 4 \$111,043 - \$119,146

Community Services, Canberra (PN. 41888) (Gazetted 26 June 2019)

Director of Public Prosecutions

Legal

David Butler: 858-73475

From: Prosecutor Grade 1 \$72,389 - \$82,104

Justice and Community Safety

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

Director of Public Prosecutions, Canberra (PN. 04165) (Gazetted 26 September 2019)

Education

Office for Schools

South Weston

Charles Weston School Coombs

Jennifer Hearne: 787-70806

From: \$122,856

Education

To: †School Leader C \$122,856

Education, Canberra (PN. 35762) (Gazetted 28 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.

Justice and Community Safety

Courts and Tribunals

Sheriff's Office

Thomas Banson: 848-64569

From: Administrative Services Officer Class 4 \$70,359 - \$76,184

Justice and Community Safety

To: Administrative Services Officer Class 6 \$84,257 - \$96,430

Justice and Community Safety, Canberra (PN. 41295) (Gazetted 14 August 2019)

ACT Emergency Services Agency

Risk and Planning

Communications Centre

Lisa Barber: 844-84312

From: Ambulance Support Officer 1 \$54,949 - \$58,394

Justice and Community Safety

To: Ambulance Support Officer 2 \$59,229 - \$62,549

Justice and Community Safety, Canberra (PN. 43993) (Gazetted 16 May 2019)

ACT Government Solicitor

Government Law

Laleshni Chandra: 827-38120

From: Government Solicitor 1 \$70,650 - \$105,793

Justice and Community Safety

To: †Government Solicitor 2 \$110,874 - \$133,039

Justice and Community Safety, Canberra (PN. 45444) (Gazetted 26 June 2019)

ACT Emergency Services Agency

Risk and Planning

Communications Centre

Ellen Terese Clarke: 828-66974

From: Ambulance Support Officer 1 \$54,949 - \$58,394

Justice and Community Safety

To: Ambulance Support Officer 2 \$59,229 - \$62,549

Justice and Community Safety, Canberra (PN. 26124) (Gazetted 16 May 2019)

ACT Corrective Services

Corporate Services

Facilities Management Unit

Thomas James Gibbs: 821-22182

From: Senior Officer Grade C \$106,043 - \$114,146

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$106,043 - \$114,146

Justice and Community Safety, Canberra (PN. 32029) (Gazetted 12 April 2019)

ACT Government Solicitor

Government Law

Verity Griffin: 846-90714

From: Government Solicitor 1 \$70,650 - \$105,793

Justice and Community Safety

To: †Government Solicitor 2 \$110,874 - \$133,039

Justice and Community Safety, Canberra (PN. 12586) (Gazetted 26 June 2019)

ACT Emergency Services Agency

Risk and Planning

Communications Centre

Lisa Jarman: 827-45857

From: Ambulance Support Officer 1 \$54,949 - \$58,394

Justice and Community Safety

To: Ambulance Support Officer 2 \$59,229 - \$62,549

Justice and Community Safety, Canberra (PN. 43994) (Gazetted 16 May 2019)

ACT Government Solicitor

Government Law

Rory McCrone: 844-81162

From: Government Solicitor 1 \$70,650 - \$105,793

Justice and Community Safety

To: †Government Solicitor 2 \$110,874 - \$133,039

Justice and Community Safety, Canberra (PN. 45439) (Gazetted 26 June 2019)

ACT Government Solicitor

Government Law

Aditi Mohindra: 836-02065

From: Government Solicitor 1 \$70,650 - \$105,793

Justice and Community Safety

To: †Government Solicitor 2 \$110,874 - \$133,039

Justice and Community Safety, Canberra (PN. 42614) (Gazetted 26 June 2019)

ACT Emergency Services Agency

Risk and Planning

Communications Centre

Adam Lindsay Rowe: 853-58342

From: Ambulance Support Officer 1 \$54,949 - \$58,394

Justice and Community Safety

To: Ambulance Support Officer 2 \$59,229 - \$62,549

Justice and Community Safety, Canberra (PN. 43992) (Gazetted 16 May 2019)

ACT Government Solicitor

Government Law

Meagan Scicluna: 844-83547

From: Government Solicitor 1 \$70,650 - \$105,793

Justice and Community Safety

To: †Government Solicitor 2 \$110,874 - \$133,039

Justice and Community Safety, Canberra (PN. 38278) (Gazetted 26 June 2019)

ACT Government Solicitor

Government Law

Nathan Spencer: 848-79218

From: Government Solicitor 1 \$70,650 - \$105,793

Justice and Community Safety

To: †Government Solicitor 2 \$110,874 - \$133,039

Justice and Community Safety, Canberra (PN. 45443) (Gazetted 26 June 2019)

ACT Government Solicitor

Government Law

Jessica Steele: 827-09047

From: Government Solicitor 1 \$70,650 - \$105,793

Justice and Community Safety

To: †Government Solicitor 2 \$110,874 - \$133,039

Justice and Community Safety, Canberra (PN. 45446) (Gazetted 26 June 2019)

ACT Government Solicitor

Government Law

Amy Sydney: 846-86117

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

Justice and Community Safety

To: †Government Solicitor 2 \$110,874 - \$133,039

Justice and Community Safety, Canberra (PN. 42618) (Gazetted 26 June 2019)

ACT Human Rights Commission

President and Human Rights Commissioner

Renuka Thilagaratnam: 844-75512

From: Legal 1 \$61,785 - \$124,436
Justice and Community Safety
To: †Senior Officer Grade B \$124,891 - \$140,596
Justice and Community Safety, Canberra (PN. 45284) (Gazetted 23 September 2019)

Transport Canberra and City Services

City Services

Canberra Cemeteries

Stephen Eppelstun: 844-83774

From: General Service Officer Level 8 \$67,752 - \$71,593
Transport Canberra and City Services
To: Technical Officer Level 4 \$84,257 - \$96,430
Transport Canberra and City Services, Canberra (PN. 26523) (Gazetted 16 August 2019)

City Services

ACT NoWaste

Waste Policy

Sarah May: 858-55269

From: Administrative Services Officer Class 6 \$84,257 - \$96,430
Transport Canberra and City Services
To: †Senior Officer Grade C \$106,043 - \$114,146
Transport Canberra and City Services, Canberra (PN. 41441) (Gazetted 23 August 2019)

Canberra Health Services

Canberra Hospital and Health Services

Brianna Flynn: 847-00863

From: Registered Nurse Level 3.1 \$106,795 - \$111,190
Canberra Health Services
To: †Registered Nurse Level 3.2 \$120,730
Canberra Health Services, Canberra (PN. 22140) (Gazetted 12 September 2019)

Canberra Hospital and Health Services

Teenu George: 834-45338

From: Registered Nurse Level 1 \$67,078 - \$89,604
Canberra Health Services
To: Registered Nurse Level 2 \$93,151 - \$98,728
Canberra Health Services, Canberra (PN. 45061) (Gazetted 21 February 2019)

Canberra Hospital and Health Services

Cassandra Noble: 842-88733

From: Registered Nurse Level 2 \$93,151 - \$98,728
Canberra Health Services
To: Registered Nurse Level 2 \$93,151 - \$98,728
Canberra Health Services, Canberra (PN. 16966) (Gazetted 3 September 2019)

Clinical Services

Plessy Varghese: 845-01805

From: Registered Nurse Level 1 \$67,078 - \$89,604

Canberra Health Services

To: Registered Nurse Level 2 \$93,151 - \$98,728

Canberra Health Services, Canberra (PN. 10063) (Gazetted 29 August 2019)

ACT Health

ACT Health Directorate

Health Systems, Policy and Research

Epidemiology

Sommer Sherwood: 828-66106

From: Administrative Services Officer Class 6 \$84,257 - \$96,430

ACT Health

To: †Senior Officer Grade C \$106,043 - \$114,146

ACT Health, Canberra (PN. 40548) (Gazetted 11 April 2019)

Health Systems, Policy and Research

Office of Deputy Director-General

Sarah Trevillian: 847-04952

From: Administrative Services Officer Class 6 \$84,257 - \$96,430

ACT Health

To: †Senior Officer Grade C \$106,043 - \$114,146

ACT Health, Canberra (PN. 42744) (Gazetted 20 August 2019)

CORRIGENDA

Chief Minister, Treasury and Economic Development

Shared Services

Commercial Services

Record Services

Scott Rossiter: 745-03604

From: Administrative Services Officer Class 1 \$49,703 - \$54,678

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 2 \$55,934 - \$61,764

Chief Minister, Treasury and Economic Development, Canberra (PN. 12785) (Gazetted 21 June 2019)

Correcting position from 12785 to 01476 - Originally in Gazette 26/09/2019