



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 29 August 2019**

## VACANCIES

### Chief Minister, Treasury and Economic Development

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

#### Shared Services

#### Partnership Services

#### Customer Support Services

#### Knowledge Developer - Customer Support Services

#### Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 11609)

Gazetted: 04 September 2019

Closing Date: 18 September 2019

Details: Customer Support Services in Shared Services is passionate about innovation and improving service delivery across the ACT Government. We're looking for a like-minded person to join our team as a hands-on Knowledge Developer.

You will make your mark through the development and management of the Shared Services website, sharing industry knowledge and showing a commitment to knowledge base management and best development practices. Your ability to quickly establish positive working relationships and engage with a wide range of stakeholders will be a must. You will need to approach your day to day work with an open mind, rethinking the way we deliver services and contribute to the improvement of whole of Government solutions.

*If this sounds like you, then we'd love to hear from you!*

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

Eligibility/Other Requirements: Experience with ServiceNow and experience in knowledge base management and/or form development is desirable.

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

How to Apply: Your suitability for this position will be assessed based on your skills, knowledge and behaviour in relation to the duties/responsibilities of the role. Please send us your curriculum vitae and a pitch, up to two pages, on why you think you're the best person for the job.

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

Contact Officer: Alexandra Jones (02) 6207 5612 [alexandra.jones@act.gov.au](mailto:alexandra.jones@act.gov.au)

#### Access Canberra

#### Projects Governance and Support

#### Strategic ICT

#### Project Support Officer

#### Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 33547)

Gazetted: 04 September 2019

Closing Date: 11 September 2019

Details: Are you keen to apply your Project Management skills and knowledge to deliver better digital services to our citizens? Are you interested in implementing change? Do you enjoy engaging with stakeholders? If you want to work in a dynamic team that leads and supports innovation, then the Access Canberra Strategic ICT team is the place for you. In this role you will apply your project management and change management skills to support the implementation of ICT enabled government initiatives which meets the needs of all our citizens with an emphasis on a quality customer experience. As a Projects Support Officer, you will contribute to embedding better project management practices and processes within the team and across stakeholder groups. 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.

Notes: This is a temporary position available immediately until 13 November 2019, with the possibility of extension and/or permanency. This position is part of an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: 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: Indran Naidoo (02) 6205 4649 indran.naidoo@act.gov.au

### **Shared Services ICT**

#### **Education ICT, Business Applications**

#### **Schools System Support Officer**

#### **Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 05231)**

Gazetted: 30 August 2019

Closing Date: 13 September 2019

Details: Do you have strong knowledge of SQL Server and interactive websites? Can you work effectively with stakeholders and provide high level customer service within an Information Technology Infrastructure Library (ITIL) framework? Are you driven to continually develop your technical skills in new and emerging technologies?

Education ICT are seeking an energetic, results-driven person to fill the temporary position of Schools System Support Officer. The successful applicant will provide high-level technical support, fault diagnosis and remediation of Education Business Systems including the School Administration System (MAZE). Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Current baseline security clearance or ability to obtain and hold a baseline security clearance is mandatory.

Note: This is a temporary position available immediately for three months with possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: If you are interested in this position, you should review the Position Description for details about the role and associated responsibilities and provide: curriculum vitae, including the contact details of at least two referees; and a three-page personal pitch, providing examples of your achievements and how they relate to this position and its requirements.

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

Contact Officer: Daniel Ruecroft (02) 6205 8473 daniel.ruecroft@act.gov.au

### **Strategic Finance**

#### **Senior Finance Officer**

#### **Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 36521, Several)**

Gazetted: 30 August 2019

Closing Date: 17 September 2019

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

Eligibility/Other Requirements: Accounting qualifications. Previous experience working with finance systems, in particular TM1 and Oracle, would be an advantage.

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

How to Apply: In two pages or less, your pitch will include your suitability and how it relates to this role and duties, and what you will bring to the role. Your current curriculum vitae will be part of your application and include two referees.

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

Contact Officer: Trang Tran (02) 6205 6841 trang.tran@act.gov.au

**Access Canberra**

**Project Governance and Support**

**Finance and Budget**

**Finance Officer**

**Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 43219)**

Gazetted: 02 September 2019

Closing Date: 16 September 2019

Details: Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the ACT Public Service and provides strategic advice and support to the Chief Minister, Treasurer, Minister for Economic Development and the Cabinet on policy, financial and economic matters, service delivery and whole of government issues. The Directorate facilitates the implementation of government priorities and drives many new initiatives, including Access Canberra which provides a range of ACT Government shopfront and regulatory services. Access Canberra is an ACT Government service that brings together shopfronts and regulatory services, including the Contact Centre. Access Canberra has been set up to make it easier for business, community organisations and individuals to work with ACT Government and deliver a more seamless experience.

The Finance and Budgets Unit provides the following services:

Budget, accounting, and finance services for Access Canberra;

Management of governance arrangements by implementation and monitoring projects and processes to ensure proper accountability, probity and openness for Access Canberra;

Delivery of a range of quality corporate services and projects;

Monitor procurement and contract management within Access Canberra;

Monitor assets within Access Canberra;

This position manages the provision of comprehensive financial support services within Access Canberra, including responsibility for the day-to-day financial operations of Access Canberra. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: 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. Please limit criteria responses to 350 words each.

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

Contact Officer: Bei Hu (02) 6205 2870 bei.hu@act.gov.au

**Access Canberra**

**Licensing and Registration**

**Vehicle Safety Standards**

**Vehicle Inspector**

**General Service Officer Level 8 \$67,752 - \$71,593, Canberra (PN: 03178, several)**

Gazetted: 29 August 2019

Closing Date: 12 September 2019

Details: The Access Canberra Licensing and Registration Division comprises a number of sub-units responsible for licensing, registration, compliance, complaint investigation and risk assessment under a range of regulatory schemes. We want to recruit people who are flexible, innovative and look for solutions to problems. Sometimes this will require some 'out of the box' thinking, but we encourage all our staff to challenge how things have always been done – because we aim to do it better. The Vehicle Safety and Standards section and the Vehicle Inspection and Technical Unit (VITU) are responsible for Vehicle Inspections and vehicle safety compliance held at the Hume Motor Vehicle Inspection Station which includes light vehicles, all heavy vehicles, public vehicles and modified vehicle inspections. All vehicle Identity checks are also completed at the Hume Inspection Station. Inspectors conduct roadworthy inspections for all types of motor vehicles and trailers. Inspectors also perform On-Road vehicle inspections and compliance and are responsible for the education and compliance for vehicle safety matters including members of the public, industry and other internal business unit and external communities. 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:

Minimum Automotive Trades (Mechanic) Certificate 3 or equivalent.

Good applied understanding of Vehicle Safety Standards and vehicle registration requirements.

A current C class driver's licence.

This position does require a pre-employment medical

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: Your suitability for this position will be assessed in three key areas:

Skills – the skills you have, based on your qualifications and previous experience, to fulfil the duties/responsibilities of the role

Knowledge – the knowledge you have, based on your qualification and experience, that will enable you to perform the Duties/Responsibilities of the role to a high standard

Behaviour – how well you will fit into the team, Division, Access Canberra and ACT Government based on the ACT Government Signature Values and Behaviours and the Access Canberra Culture described in the Division Overview.

How to Apply: Please submit a written application, in the form of a pitch of no more than two pages, addressing the two statements below:

Detail your greatest achievements in the last five years and how they relate to this position and its duties.

Detail your demonstrated ability, ingenuity, experience and qualifications making you the best person for this role.

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

Contact Officer: Nigel Brown (02) 6207 77011 [nigel.brown@act.gov.au](mailto:nigel.brown@act.gov.au)

## **Communications and Engagement**

### **Executive Branch Manager, Communications and Engagement**

**Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E728)**

Gazetted: 30 August 2019

Closing Date: 13 September 2019

Details: Working in ACT Government Communications and Engagement (C&E), you will play a key role ensuring the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. Working with us, you will ensure the right information is provided to the right audience, at the right time.

We are looking for an outstanding C&E professional to lead the Directorate's C&E branch to deliver an efficient, effective, educated and coordinated service. You will work collaboratively with all Ministers' offices, Directors General, Executives and officers across the ACTPS, and key government and non-government stakeholders. You will thrive working flexibly and in a fast-paced environment, and have:

- An established track record in providing advice and implementing contemporary and emerging C&E services;
- Significant experience in leadership roles in C&E, leading high performing teams;
- A strong focus on maintaining effective working relationships with stakeholders; and
- Relevant tertiary qualifications.

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

Contract: The successful applicant will be engaged under a performance based contract for a period of 12 months.

To apply: Interested candidates should submit an EOI of no more than two pages addressing the Executive Capabilities, details of two Referees and a current Curriculum Vitae by email to Anita Perkins at [anita.perkins@act.gov.au](mailto:anita.perkins@act.gov.au).

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

Contact Officer: Further information about the position is available from Anita Perkins, [anita.perkins@act.gov.au](mailto:anita.perkins@act.gov.au), (02) 6205 0035

## **Shared Services**

### **Strategic HR and Corporate**

#### **Change and Engagement**

#### **Change Transformation Lead**

**Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 39281)**

Gazetted: 03 September 2019

Closing Date: 15 September 2019

Details: This challenging role will allow you to bring your passion for next generation change techniques to supporting the organisation in developing and delivering lean and value-add products and services. With a focus on addressing the needs of impacted stakeholders as a first priority, you will lead and promote the creation of comprehensive process and skill maps that define new job roles and opportunities. Your skill set and experience will allow you to provide guidance and support for key members of the organisation who are leading change in their areas, through the provision of broad change landscape information through to tailored solutions at a grass-roots level. Major change initiatives being undertaken by Shared Services involve Human Resource (HR) and Payroll redevelopments, as well as our Technology Roadmap vision, and your background in these areas will be highly regarded. Shared Services encourages progressive thinking and the adoption of emerging technologies and ideas to meet the future needs of the people of the ACT. This role will be a key member of the Change Practice that will deliver leadership of the change function to enable enterprise wide change. This will be achieved by providing expert impact analysis and intervention materials at a broad level and individually tailored to specific needs. There will be the requirement to effectively define process and skill maps that related to job roles and which promote the positive strategic message for Shared Services' staff and the opportunities that change will bring them. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

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

Contact Officer: Barb Ettridge (02) 6207 4238 [barb.ettridge@act.gov.au](mailto:barb.ettridge@act.gov.au)

## **Access Canberra**

### **Projects, Governance and Support**

#### **Finance and Budgets**

##### **Director Finance and Budgets**

##### **Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 44240)**

Gazetted: 02 September 2019

Closing Date: 9 September 2019

Details: In a-crrual world, can you cash in on your accounting and leadership skills to become a Director in Access Canberra's Finance and Budgets Section? You will be proficient in preparing accurate and understandable reports and briefings; be adept at communicating ideas and concepts clearly; be excellent at managing workloads and priorities to deliver monthly and annual reports and analysis; be brilliant at maintaining effective working relationships with both internal and external stakeholders and also contribute to workplace diversity and participative work practices. 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: Full Membership of an Australian recognised Professional Accounting Body is highly desirable. All applicants must have high level spoken English.

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

How to Apply: Interested applicants should submit their curriculum vitae, the names and contact details for two referees, and a two page pitch outlining the skills, knowledge and behaviours that make you the best person for the role.

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

Contact Officer: Ron Leonard (02) 6207 0378 [ron.leonard@act.gov.au](mailto:ron.leonard@act.gov.au)

## **Communication and Engagement**

### **CMTEDD Communications and Engagement**

#### **Content Stream**

##### **Assistant Director, Digital**

##### **Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 42524)**

Gazetted: 02 September 2019

Closing Date: 9 September 2019

Details: The successful applicant will lead a small team responsible for managing the day to day delivery of the directorate's digital channels. We're looking for someone create, implement and evaluate engaging, evidence-based and digital content strategies for Chief Minister, Treasury and Economic Development Directorate (CMTEDD) projects, services and initiatives. CMTEDD supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Relevant tertiary qualifications and significant experience working professionally in digital communications essential. The ability to work flexibly with some out of hours work is required.

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

How to apply: Please 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: Elena Dimcevska (02) 6207 5455 elena.dimcevska@act.gov.au

### **Strategic Finance**

#### **Assistant Director**

#### **Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 37234, Several)**

Gazetted: 30 August 2019

Closing Date: 17 September 2019

Details: We are seeking two highly motivated Assistant Directors to assist in the preparation of financial reports, budget documents and provide support in accounting and financial administration. The successful applicants will have the capacity to work with large quantities of data, have good attention to detail and the ability to manage and complete multiple tasks in timely manner in collaboration with various stakeholders including members of the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) Strategic Finance team. CMTEDD supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply. Eligibility/Other Requirements: Accounting qualifications. Previous experience working with finance systems, in particular TM1 and Oracle, would be an advantage.

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

How to Apply: In two pages or less, your pitch will include your suitability and how it relates to this role and duties, and what you will bring to the role. Your current curriculum vitae will be part of your application and include two referees.

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

Contact Officer: Trang Tran (02) 6205 6841 trang.tran@act.gov.au

### **Community Services**

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

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

#### **Housing ACT**

##### **Infrastructure and Contracts**

##### **Contract Management Team**

##### **Senior Contract Administrator**

##### **Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 40784, several)**

Gazetted: 02 September 2019

Closing Date: 16 September 2019

Details: We are looking for a few dynamic, enthusiastic and down to earth people to join the Contract Management Team as Senior Contract Administrators. You will contribute to managing the two contracts that our team govern, the Total Facility Manager contract with Programmed FM and the Energy Efficiency Improvement Scheme contract with Actew AGL. The larger team is a group of 19 passionate, determined workers who believe in

making a difference for some of Canberra's most vulnerable and aren't afraid to use their initiative. If you have great attention to detail, believe in empowering those around you and enjoy problem solving with a proactive approach, we would love to work with you!

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

How to Apply: Applicants are asked to please submit an application addressing the Selection Criteria, your curriculum vitae and the names of at least two referees.

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

Contact Officer: Heidi Bell (02) 6207 4177 heidi.bell@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.

## **Housing ACT**

### **Policy and Business Transformation**

#### **Housing and Homelessness Strategy and Policy**

##### **Senior Policy Officer, Housing and Homelessness Strategy and Policy**

##### **Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 31512, several)**

Gazetted: 29 August 2019

Closing Date: 12 September 2019

Details: Applications are sought for Senior Policy Officers in the Housing and Homelessness Strategy and Policy team within Housing ACT. The roles will require you to work as part of a team to: contribute to housing and homelessness policy; assist in preparing briefing material for the directorate and government; undertake social housing policy research; liaise regularly with government, community and public housing tenants; and provide secretariat support to consultative and working groups. The successful candidates will need to display a high degree of sensitivity and confidentiality, as well as a flexible approach in responding to tight deadlines. 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 a relevant discipline will be highly regarded, and/or knowledge and experience in the fields of Human Services policy, particularly housing and homelessness and national, state and local government responsibilities and interactions.

Note: Note: There is one permanent position and two temporary positions available. The two temporary positions will be available for a period of 12 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.

How to Apply: Please submit your written response addressing each of the Selection Criteria, and your curriculum vitae including the contact details of two referees.

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

Contact Officer: Tim ArkleySmith (02) 6207 9335 tim.arkleymith@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 Director General**

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

#### **Director**

##### **Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 45210)**

Gazetted: 04 September 2019

Closing Date: 11 September 2019

Details: An exciting opportunity for an experienced Director exists within the Quality, Complaints and Regulation (QCR) branch, established to undertake oversight and statutory functions on behalf of the Director-General. QCR provides quality analysis, internal complaints management, the functions of the Office of the Human Services Registrar and the Secretariat support for the ACT Children and Young People Death Review Committee and the Child and Youth Protection Quality and Improvement Committee.

The Director will have the opportunity to drive a significant program, 'Our Booris, Our Way', reviewing and influencing practice across the child protection system for Aboriginal and Torres Strait Islander children. The Director will be responsible for the management of reviews, analysing the content and providing advice and recommendations for practice and case planning. The Director will be involved with the continuous improvement



of Child and Youth Protection Services practice and decision making for Aboriginal and Torres Strait Islander children and young people, achieved by critical analysis of current practices to provide the best support to Aboriginal and Torres Strait Islander children, young people and their families. A high degree of initiative and personal responsibility are required for achieving agreed outcomes, working independently with a high degree of autonomy and applying interpersonal skills to enable close co-operation with the human services sector and other areas of the ACT Government. The Director will require a high degree of sensitivity and confidentiality, as well as a flexible approach in responding to tight deadlines. They will also require a broad understanding of the child protection and human services settings within an ACT context. Further information regarding the program can be found at <https://www.strongfamilies.act.gov.au/our-booris,-our-way>.

Eligibility/Other Requirements: This is an Identified position for Aboriginal and Torres Strait Islander people. Significant experience in the regulation of human services and utilising a risk responsive regulatory framework. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

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

How to Apply: Please submit your curriculum vitae, response to the Selection Criteria and contact details of two referees.

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

Contact Officer: Sally Gibson (02) 6205 5202 [sally.gibson@act.gov.au](mailto:sally.gibson@act.gov.au)

### **Strategic Policy**

#### **Office for Aboriginal and Torres Strait Islander Affairs**

#### **Coordination and Engagement**

#### **Assistant Director**

#### **Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 03852)**

Gazetted: 03 September 2019

Closing Date: 12 September 2019

Details: The Office for Aboriginal and Torres Strait Islander Affairs (OATSIA) is responsible for the development and provision of strategic policy, governance and advice to the Minister for Aboriginal and Torres Strait Islander Affairs on matters of importance to Aboriginal and Torres Strait Islander people living in the ACT. OATSIA provides oversight and coordination of the ACT Aboriginal and Torres Strait Islander Agreement 2019-2028 across the ACT Government, and provides strategic advice for the ACT on the COAG Closing the Gap Refresh. OATSIA brings together a range of functions that support the Aboriginal and Torres Strait Islander community around leadership, lifelong learning, sharing culture and fostering new and emerging community organisations. OATSIA also provides a range of secretariat and administrative support to the United Ngunnawal Elders Council and the ACT Reconciliation Council. The Assistant Director is responsible for leading program management and continuously improving the suite of grant and support programs. The suite includes the Aboriginal and Torres Strait Islander Grant Program including Cultural, Leadership, Scholarship grants, Reconciliation Day Grants and the New and Emerging Organisations Support Program.

The successful applicant will be required to develop and embed program administration processes that are streamlined and efficient in order to meet program milestones. This includes:

Maintaining a program schedule with dependencies for the work deliverables;

Maintaining a risk plan, and develop a log of issues and lessons learned during the program administration;

Undertaking effective stakeholder engagement and negotiation; and

Identifying, mitigate and escalate program issues as required.

The Assistant Director may also be required to build and foster networks across the public, private and community sectors to achieve the broad outcomes aligned with the *ACT Aboriginal and Torres Strait Islander Agreement 2019-2028*. The successful applicant will demonstrate a sound knowledge of relevant legislation, an understanding of the matters of importance to the Aboriginal and Torres Strait Islander community.

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.

Notes: This is a temporary position available immediately for a period of three months with the possibility of an extension up to six months. Selection may be based on application and referee reports only. This position is available to ACT Government officers and employees only.

How to Apply: Please submit a response to the Selection Criteria which is no longer than two pages, and provide a current curriculum vitae and the names and contact of two referees.

*Applications should be submitted to the Contact Officer.*

Contact Officer: Jolene Clinch (02) 6207 0431 [jolene.clinch@act.gov.au](mailto:jolene.clinch@act.gov.au)

## **Housing ACT**

### **Policy and Business Transformation**

#### **Housing and Homelessness Strategy and Policy**

##### **Assistant Director, Housing and Homelessness Strategy and Policy**

##### **Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 41678)**

Gazetted: 29 August 2019

Closing Date: 12 September 2019

Details: Applications are sought for an Assistant Director in the Housing and Homelessness Strategy and Policy team within Housing ACT. The team's responsibilities include negotiating and liaising with the Commonwealth, States and Territories on national housing and homelessness outcomes and priorities; development of strategic advice on housing and homelessness policy and operational matters; and housing-related policy and program development. The Assistant Director will be responsible for achieving outcomes against business objectives. This position requires a committed, highly motivated and hardworking individual that has demonstrated capacity in providing high-level advice and the ability to coordinate and prepare complex policy advice. The successful candidate will report to the Director of the team. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualifications in a relevant discipline will be highly regarded, and/or knowledge and experience in the fields of Human Services policy, particularly housing and homelessness and national, state and local government responsibilities and interactions.

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

How to Apply: Please submit your responses addressing each Selection Criteria along with your current curriculum vitae including contact details of at least two referees.

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

Contact Officer: Tim ArkleySmith (02) 6207 9335 [tim.arkleymith@act.gov.au](mailto:tim.arkleymith@act.gov.au)

## **Strategic Policy**

### **Office for Aboriginal and Torres Strait Islander Affairs**

#### **Assistant Director, Policy**

##### **Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 42170, several)**

Gazetted: 29 August 2019

Closing Date: 13 September 2019

Details: The Office for Aboriginal and Torres Strait Islander Affairs is looking for senior policy officers to be part of a small dynamic team, working with other Aboriginal and Torres Strait employees in the Office whose vision is making a difference for Aboriginal and Torres Strait Islander people living in the ACT.

What we offer: Dynamic, challenging and flexible work environment; a positive and inclusive culture; career development that is nurtured; competitive remuneration; support and encourage employees who wish to pursue further study.

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

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

How to Apply: Please provide a two-page pitch outlining your experience and/or abilities against the requirements and duties outlined in the Position Description and Selection Criteria. Accompanying your pitch please provide and your curriculum vitae with contact details for at least two referees.

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

Contact Officer: Brian Wilson (02) 6205 2507 [brian.wilson@act.gov.au](mailto:brian.wilson@act.gov.au)

### **ACT Health**

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

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

#### **ACT Health**

**Health Systems, Policy and Research**

**Preventive and Population Health**

**Health Improvement Projects**

**Policy Officer**

**Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 41570)**

Gazetted: 2 September 2019

Closing Date: 16 September

Details: The Preventive and Population Health Branch (PPH) has carriage of policy and program delivery relating to a range of issues including health promotion and preventive health. PPH also collects, analyses and disseminates information on the health status and health-related behaviours of the ACT population which can be used to monitor, evaluate and guide health service planning and policy development. The successful applicant will support the planning, development and implementation of public health policies and strategic activities as well as and provide high-level policy advice on current and emerging public health issues.

Eligibility/Other Requirements: Relevant experience and/or tertiary qualifications in public health and/or public policy or in a related field.

Note: This is a temporary position available immediately for 12 months. A merit pool may be established to fill future vacancies at level over the next 12 months.

How to Apply: Please submit a written application 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: Marc Emerson (02) 5124 9716 [marc.emerson@act.gov.au](mailto:marc.emerson@act.gov.au)

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

**Office of Professional Leadership and Education**

**Quality and Safety Unit**

**Assistant Director, Quality and Safety Unit**

**Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 45083)**

Gazetted: 28 August 2019

Closing Date: 13 September 2019

Details: Join the new Quality and Safety Unit and contribute to strengthening health quality and safety across the ACT public health system. As part of a small team you will be responsible for supporting Territory-wide clinical committees and clinical networks, managing the clinical policy control system and database, and the preparation of quality and safety policy advice on behalf of the ACT public health system. You will also be asked to contribute your knowledge of quality improvement and clinical governance frameworks, quality improvement tools and methods, and the national safety and quality health agenda, to support the Quality and Safety Unit to implement the ACT Health Quality Strategy 2018-2028 and to further develop quality improvement and patient safety systems within the ACT. Excellent people and stakeholder management skills are critical. It is also important that you fit in with our positive team culture and contribute to maintaining our upbeat momentum. We look forward to welcoming you to our friendly team. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Mandatory: Tertiary qualification in a quality or health related field. Direct experience of managing quality improvement and patient safety initiatives in healthcare settings.

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

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

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

**Health Systems, Policy and Research Group**  
**Office of Professional Leadership and Education**  
**Quality and Safety Unit**  
**Director, Quality and Safety Unit**  
**Senior Officer Grade B \$124,891 - \$140,596 , Canberra (PN: 45084)**

Gazetted: 28 August 2018

Closing Date: 13 September 2019

Details: As part of the new Quality and Safety Unit in the ACT Health Directorate, you will play a key role to strengthen health quality and safety across the ACT public health system. You will be responsible for the implementation, monitoring and evaluation of the ACT Health Quality Strategy 2018-2028, including the analysis of quality and safety performance information, and for developing a work programme of quality improvement initiatives suitable for implementation across the ACT. We are looking for someone with knowledge and technical expertise in quality improvement tools and methods, its application in healthcare, and a demonstrated record of initiating and implementing organisational strategies to enhance quality improvement and patient safety initiatives. Excellent people and stakeholder management skills are also critical. We work collaboratively and value highly our positive workforce culture. Come and join our friendly team! The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Mandatory: Tertiary qualification in a quality or health related field. Direct experience of managing quality improvement and patient safety initiatives in healthcare settings. Experience in the supervision of staff.

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

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

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

**Health Systems, Policy and Research Group**  
**Office of Professional Leadership and Education**  
**Quality and Safety Unit**  
**Senior Director, Quality and Safety Unit**  
**Senior Officer Grade A \$145,048, Canberra (PN: 39853)**

Gazette: 29 August 2019

Closing Date: 13 September 2019

Details: High profile position in the ACT Health Directorate to lead the ACT Health Quality Strategy 2018-2028 and strengthen health quality and safety across ACT Health. In this role you will be responsible for the evolution and implementation of quality improvement and patient safety systems throughout the ACT public health system. You will provide leadership and support across the ACT to build quality improvement capacity and capability, and will be accountable for all areas of the ACT public health system successfully implementing and maintaining quality improvement and patient safety systems. Reporting directly to the Chief Medical Officer, you will play a significant role in strengthening ACT Health-wide clinical committees and strengthening clinical governance systems and processes. To be right for the position you will need experience of improving healthcare quality systems from strategic perspective, and have an understanding of quality improvement tools and methods, clinical governance and accreditation against the National Safety and Quality Health Service Standards. 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 a Quality or Health related field is mandatory. Previous directly relevant experience of improving healthcare quality systems from strategic perspective. Experience in the supervision of staff.

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

Applications should be submitted via the Apply Now button below.  
Contact Officer: Dinesh Arya (02) 5124 9637 [dinesh.arya@act.gov.au](mailto:dinesh.arya@act.gov.au)

**Health Systems, Policy and Research Centre for Health and Medical Research Executive Office Director, Research Strategy Senior Officer Grade A \$145,048, Canberra (PN: 13476)**

**Gazetted: 29 August 2019**

Closing Date: 5 September 2019

Details: The Centre for Health and Medical Research leads strategic development and stewardship of ACT Government health research, collaborating with Clinical Health Services and academic institutions in the conduct and translation of research into practice. Our vision is to have world-class sustainable teaching and learning organisations that deliver cutting edge evidence-informed healthcare driven by research that maximises health outcomes and well-being for patients and communities. With the Canberra Health Services and Academic Partners, our five key initiatives are;

- Effective translation from fundamental science to the clinic;
- Grow, support and maintain the next generation of health and medical researchers;
- Innovation and improvement of the health system through high quality health service and clinical research;
- Growing and unlocking the health opportunities with data science and
- Improve the investment opportunities for ACT Health innovations.

As the Director of Research Strategy, you will be a highly motivated, a strategic thinker with the proven ability to set a clear direction and achieve results. We are looking for an experienced person who enjoys a challenge in a newly formed Research Centre to lead and coordinate project activities including strategic planning and governance functions. We expect the suitable applicant to establish, build and sustain collaborative stakeholder engagement, communicate with influence, negotiate effectively and actively lead group activities and manage the Research and Innovation Fund. This is an exciting opportunity for the right person to shine in a new era of research excellence in the ACT.

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Bruce Shadbolt (02) 5124 4288 [bruce.shadbolt@act.gov.au](mailto:bruce.shadbolt@act.gov.au)

## **Education**

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

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

### **Business Services**

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

##### **Asset Management**

##### **Senior Administrative Officer**

##### **Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 17694)**

Gazetted: 29 August 2019

Closing Date: 12 September 2019

Details: The Infrastructure and Capital Works (ICW) Branch implements and manages ongoing ACT public school infrastructure programs which provide sustainable, high quality learning and teaching environments for students and fit for purpose facilities for Directorate staff. As a Senior Administration Officer, under general direction you will provide administrative support to the Manager in relation to the section's financial management, management of the operation of the Hedley Beare Centre for Teaching and Learning, accommodation matters at Education support sites, and records management, stationery and mail services. Under limited supervision, you

will also manage the Directorate's vehicle fleet, liaise with ACT Property Group to manage leased Directorate properties and provide advice and administrative support to the Manager in regards to project management. Eligibility/Other Requirements: A knowledge of office practices and procedures, organisational and interpersonal skills and the ability to communicate well in writing and orally are essential.

Note: This is a temporary position available from 30 September 2019 to 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. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a curriculum vitae, a statement of claims addressing the Selection Criteria and the names and contact details of two referees.

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

Contact Officer: John Anglim (02) 6207 1809 john.anglim@act.gov.au

## **School Performance and Improvement Division**

### **North and Gungahlin Network**

#### **Gungahlin College**

#### **Administrative Officer VET and Careers**

#### **Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 38845)**

Gazetted: 04 September 2019

Closing Date: 11 September 2019

Details: Gungahlin College forms part of the North Training Register Training Organisation (RTO) and this position plays a key role in supporting both the College and North Training through high level administrative work. Strong interpersonal, communication, negotiation, liaison and representational skills are required. Applicants should have knowledge and experience working in a Vocational Education and College environment.

Eligibility/Other Requirements: First Aid qualification, or willingness to undertake appropriate training. Certificate IV or equivalent e.g. Business Administration (Education), Education Support, Government (School Support Services). Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

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

## **School Performance and Improvement**

### **North and Gungahlin Network**

#### **Dickson College**

#### **Student Wellbeing and Records Management Officer**

#### **Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 15040)**

Gazetted: 04 September 2019

Closing Date: 13 September 2019

Details: Dickson College is seeking applications from highly motivated individuals to fill the role of Student Wellbeing and Records Management Officer.

The key duties for this position include;

Provision of administrative assistance to the Principal, Business Manager and Executive Staff

Maintaining a range of record keeping systems and databases

Maintaining accurate records for student classes and elective choices

Manage the college grid using Timetabling Solutions, Web Preferences and Maze

Manage Parent Teacher Online (PTO)

Processing college enrolments and ability to use mail merge

Provision of advice to the College Management Team on School Administration System (SAS) related issues

Management of the Student Wellbeing Office and Line Management of Student Wellbeing Administration Staff.

Provision of efficient customer focused service for Staff, Students and Visitors to the College as well as exercise initiative and judgement in operations.

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

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

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: John Clink (02) 614 20140 john.clink@ed.act.edu.au

## **School Performance and Improvement**

### **North and Gungahlin Network**

#### **Amaroo School**

#### **Building Service Officer - Amaroo School**

#### **Building Service Officer 3 \$67,752 - \$71,593, Canberra (PN: 01587)**

Gazetted: 29 August 2019

Closing Date: 12 September 2019

Details: Amaroo School is a large Preschool-Year 10 school in North Gungahlin. We are seeking a motivated and experienced Building Service Officer with a broad skillset to join our dynamic BSO team.

The successful applicant will be able to demonstrate initiative, self-motivation and pride in their work and the school. They will need to work independently as well as part of the BSO team and have the ability to prioritise their work in a very busy school environment.

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

Desirable: An industry recognised trade qualification or equivalent work experience and/or current First Aid Certificate.

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 written application address the Selection Criteria, along with your current curriculum vitae and two written Referee Reports.

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

Contact Officer: Jessica Read (02) 6142 1266 jessica.read@ed.act.edu.au

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

## **Service Design and Delivery**

### **Student Engagement**

#### **Network Student Engagement Team**

#### **Speech Language Pathologist**

#### **Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 37195)**

Gazetted: 02 September 2019

Closing Date: 17 September 2019

Details: This position is to provide speech language pathology support within ACT Public Schools, including the provision of information, advice and professional learning to school staff. ACT Education Directorate Speech Language Pathologists work with schools, building school capacity to benefit students who are experiencing difficulty connecting to school and engaging with education. In this position, there is the opportunity to contribute to the development, implementation and evaluation of programs which support schools to make reasonable adjustments to ensure students are participating in and accessing learning activities as part of the school curriculum.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Speech Pathology. Eligibility for membership or registration with the appropriate professional body/bodies, refer to duty statement. Current drivers licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further Information on Working with Vulnerable People registration refer to: [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Notes: This is a temporary position available immediately for a period of 12 months with the possibility of extension and/or permanency. Applications for full-time and part-time hours will be considered. For part-time work the full-time salary noted above will be pro-rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.



How to Apply: Please provide a brief covering letter to introduce yourself, as well as your curriculum vitae and responses to the Selection Criteria.

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

Contact Officer: Tania Piper 62054869 tania.piper@ed.act.edu.au

**Service Design and Delivery**

**Student Engagement**

**Inclusion and Engagement**

**Occupational Therapist**

**Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 37201)**

Gazetted: 02 September 2019

Closing Date: 17 September 2019

Details: This position is to provide Occupational Therapy supports within ACT Public Schools, including the provision of information, advice and professional learning to school staff. Occupational Therapists, with support and supervision, will work with schools, building school capacity to benefit students who are experiencing difficulty connecting to school and engaging with education. In this position, there is the opportunity to contribute to the development, implementation and evaluation of programs which support schools to make reasonable adjustments to ensure students are participating in and accessing learning activities as part of the school curriculum.

Eligibility/Other Requirements: Tertiary qualification or equivalent in Occupational Therapy. Current registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA). Capacity to provide the lifting required for handling and positioning inherent in clinical intervention of clients and trial of equipment, in accordance with relevant Workplace Health and Safety standards. Eligibility for Membership with the Australian Occupational Therapy Association. Current driver's licence essential. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to:

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

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

How to Apply: Please provide a brief covering letter to introduce yourself, along with your curriculum vitae and response to the Selection Criteria.

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

Contact Officer: Teresa Carr (02) 6207 5430 teresa.carr@ed.act.edu.au

**Service Design and Delivery**

**Student Engagement**

**Inclusion and Engagement**

**Allied Health Assistant 3**

**Allied Health Assistant 3 \$64,509 - \$67,676, Canberra (PN: 37198)**

Gazetted: 30 August 2019

Closing Date: 13 September 2019

Details: The individual in this position will provide assistance to the Occupational Therapists, Physiotherapists and Speech Language Pathologists in Education. The position is based in a Network Student Engagement Team (NSET), an inter-professional team of specialist teachers, psychologists, social workers, allied health professionals and allied health assistants. The individual in this position work with students who have, or are at risk of, developmental delays, and students with disabilities who need additional support to access the school curriculum. This will involve the implementation of individual and/or group intervention programs for students and may include the use of specialised equipment and resource preparation. The successful candidate will work under the supervision and direction of health professionals. Staff at this level may be required to provide professional supervision to Allied Health Assistants Level 1 and 2 and Allied Health Assistant students.

Eligibility/Other Requirements: Allied Health Assistant Certificate IV or equivalent qualification and relevant experience. Capacity to provide lifting and handling required in clinical intervention and the trial of equipment. Current driver's licence is essential. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to:

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



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

How to Apply: Please submit your curriculum vitae and written response to the Selection Criteria.

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

Contact Officer: Tania Piper (02) 6205 4869 [tania.piper@ed.act.edu.au](mailto:tania.piper@ed.act.edu.au)

### **School Improvement**

#### **North/Gungahlin**

#### **Ngunnawal Primary School**

#### **School Assistant**

#### **School Assistant 3 \$53,889 - \$67,998, Canberra (PN: 45184, Several)**

Gazetted: 03 September 2019

Closing Date: 17 September 2019

Details: Ngunnawal Primary School is seeking two highly enthusiastic people to join our Administration Support team. The successful applicants will play an integral role in creating a welcoming and supporting environment for our school community. They are required to provide high level administration support to complete duties such as first aid, reporting, attendance recording, enrolments, newsletter, website maintenance and staffing.

Eligibility/Other Requirements: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). A current First Aid certificate or willingness to gain one is desirable.

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

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

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

Contact Officer: Karrina Patterson (02) 6142 1500 [karrina.patterson@ed.act.edu.au](mailto:karrina.patterson@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 Division**

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

#### **Gungahlin College**

#### **Administrative Assistant**

#### **School Assistant 2 \$47,563 - \$52,519, Canberra (PN: 25401)**

Gazetted: 04 September 2019

Closing Date: 18 September 2019

Details: Gungahlin College is an ACT school with approximately 1200 Year 11 and Year 12 students, with a small cohort of Year ten gifted and talented students. The College offers over 100 courses and has in excess of 100 staff.

This position works in various positions across the College, providing administrative support to areas where administrative staff are absent.

This position will assist in a wide range of duties, including but not limited to;

College Secretary support, providing first point of contact support to visitors, students and parents.

Finance support; receipting, excursions and basic finance duties.

Events administrative assistance.

Staffing support with the College's in-built relief system and staff absences.

Student Services administrative support; including student absences and enrolments.

Basic Faculty administrative support in Visual Arts, Technology, Hospitality and Science.

Basic library administrative support with borrowing, bookings and accessioning.

This position will work over multiple teams and faculties, both independently and in teams, and requires great flexibility on a daily basis. This position would suit someone who enjoys a challenge and likes a varied role from day to day.

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

Notes: This is a temporary position available immediately for a period of 12 months with the possibility of permanency.

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

## **School Performance and Improvement**

### **Tuggeranong Network**

#### **Calwell High School**

##### **Learning Support Assistant**

##### **School Assistant 2/3 \$47,563 - \$57,998, Canberra (PN: 45155)**

Gazetted: 29 August 2019

Closing Date: 5 September 2019

Details: Calwell High School is seeking candidates with outstanding skills and experience for the position of Learning Support Officer. The ideal candidate will work in collaboration with the school Student Wellbeing team to provide personalised supports for individual students, as well as social and emotional learning opportunities for in Calwell High Schools ACCESS program. 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 this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

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

How to Apply: Provide a current curriculum vitae including two referees along with written responses to the Selection Criteria.

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

Contact Officer: Thomas Bluck (02) 6142 1938 thomas.bluck@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.

## **Director-General**

### **Executive Level 4.2 \$410,504 - \$427,396 depending on current superannuation arrangements, Canberra (PN: E909)**

Gazetted: 04 September 2019

Closing Date: 15 September 2019

In this challenging and rewarding role, you will be responsible to the Minister for Education and Early Childhood Development for the implementation of the ACT Government's education agenda and be accountable to the Head of Service for the governance, leadership and management of a large, diverse and complex Directorate. You will be responsible for providing strategic advice on the ACT school system.

You will lead the implementation of the ACT Government's 10-year Future of Education strategy and accompanying Early Childhood Strategy, ensuring a strong focus on placing students at the centre of their learning; empowering teachers, school leaders and other professionals to meet the learning needs of all students; building strong communities for learning and strengthening systems to focus on equity with quality.

You will also work collaboratively and develop strong and enduring relationships with a range of key stakeholders and represent the ACT Government in a variety of public and government settings. As a member of the ACT Public Service Strategic Board, you will play a key part in the overall leadership of the ACT Public Service.

To be a strong contender for this role, you will need to be an outstanding leader with a relevant and impressive record of achievement in a large, complex and politically sensitive organisation. You will also have a proven capacity to drive change, demonstrated ability to broker decisions through collaboration and consensus, and a personal style that engenders trust and respect.

Remuneration: The position attracts a remuneration package ranging from \$410,504 to \$427,396 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$337,841.

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

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

Before applying, please obtain selection documentation by emailing adm  
in@ianhansen.com.au. If further information is required, please contact Ian Hansen of Ian Hansen & Associates  
0408 306 769

**Business Services**

**Infrastructure and Capital Works**

**Major Projects**

**Assistant Director**

**Infrastructure Officer 3 \$106,288 - \$116,675, Canberra (PN: 41594, several)**

Gazetted: 02 September 2019

Closing Date: 16 September 2019

Details: The Infrastructure and Capital Works Branch of the Education Directorate is seeking applications for Assistant Directors to manage major infrastructure projects in ACT public schools. The Assistant Directors, Major Projects will oversee and coordinate all actions on behalf of the Directorate to ensure the timely procurement of consultant and construction services for major projects. Duties will also include liaising with Major Projects Canberra (the delivery agency for major projects), representing the Directorate in negotiations and discussions with a range of internal and external stakeholders, and preparing all project related correspondence on the progress of infrastructure projects. Applicants will require a knowledge and understanding of major infrastructure projects, experience in developing and managing a project program, and well developed communication, negotiation and representational skills.

Note: There are several permanent and temporary (three year contract) positions available. An order of merit will be established from this selection process and will be used to fill these and future similar vacancies over the next 12 months.

How to Apply: Suitably experienced applicants should submit a curriculum vitae, a statement of claims addressing the Selection Criteria and the contact details of two referees.

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

Contact Officer: John Ryan (02) 6205 1874 johnw.ryan@act.gov.au

**Environment, Planning and Sustainable Development**

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

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

**Sustainability and the Built Environment**

**Climate Change and Sustainability**

**Carbon Neutral Government**

**Policy/Program Officer**

**Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 40997, several)**

Gazetted: 02 September 2019

Closing Date: 16 September 2019

Details: The Climate Change and Sustainability Division within the Environment, Planning and Sustainable Development Directorate is looking for agile and collaborative officers with drive and commitment to work within in a fast paced environment. As a member of a team, the successful applicants will be required to develop, implement and evaluate policies and programs in one or all of the themes of climate change, sustainability and energy.

There are currently three vacancies available at the Policy/ Program Officer level. These are in the Carbon Neutral Government, Climate Change and the Energy Efficiency Improvement Scheme teams.

The Climate Change team is responsible for the delivery of greenhouse gas emission (GHG) reduction targets as set out in the *Climate Change and Greenhouse Gas Reduction Act 2010*. These targets are the most ambitious of any jurisdiction in Australia and include a 40% reduction in GHG emissions from 1990 levels by 2020. To meet these targets, the Climate Change team works to deliver nation-leading climate and energy policies.

The Carbon Neutral Government (CNG) team is responsible for demonstrating leadership in our community by driving ambitious emissions reductions in Government operations, including health and education facilities, fleet vehicles and buses. To achieve this goal, the CNG team is required to support the development of emerging technologies such as zero emissions heating and vehicles. This requires effective partnerships across government to meet an ambitious emission reductions target while delivering on the core functions of each directorate.

The Energy Efficiency Improvement Scheme (EEIS) team is responsible for working with electricity retailers, community and industry stakeholders to achieve energy and greenhouse gas emission savings in households and small-to-medium enterprises. The EEIS team also manages programs, contracts, audit and compliance, develops legislation and prepares statutory reports. Ongoing innovations include extending the scheme, introducing new energy savings activities and improving opportunities for low income households to participate in the scheme. Note: There is one permanent and two temporary positions available from this recruitment process. 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. Selection may be based on application and referee reports only.

How to Apply: Suitability for this position will be based on your Skills, Knowledge and Behaviour in relation to the Duties/Responsibilities listed in the Position Description. Please submit a written application, of no more than two pages, responding to the two statements below. The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description. Instead, please demonstrate your capacity to perform the duties and responsibilities at the specified classification by responding as follows: 1) Detail your greatest achievements in the last five years and how they relate to this position and its duties; 2) Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role. In your two page response please indicate which theme out of climate change, energy or sustainability is of most interest. Please also submit a current curriculum vitae and the contact details of at least two referees.

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

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

## **Environment**

### **Parks and Conservation Service**

#### **National Parks and Catchments**

##### **Field Supervisor**

#### **General Service Officer Level 8 \$67,752 - \$71,593, Canberra (PN: 41761, Several)**

Gazetted: 03 September 2019

Closing Date: 19 September 2019

Details: The ACT Parks and Conservation Service 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. This role represents an exciting opportunity to lead a small team of field staff in the maintenance and on ground land management activities across Namadgi National Park. The successful applicant will be required to coordinate works programs with minimal supervision in a remote location. The position calls for a high degree of team supervisory skills, self-motivation, drive and enthusiasm.

Eligibility/Other Requirements: All applicants are required to hold a current drivers licence. Applicants would be expected to communicate effectively, wear a uniform and undergo regular structured training. This position is classified as a Designated Fire Position under the Enterprise Agreement. Willingness to undertake incident management duties, work a shift roster, work at any location throughout the reserve estate, wear a uniform and hold manual driver's licence is essential.

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

How to Apply: 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: Stuart Jeffress (02) 6207 8082 [stuart.jeffress@act.gov.au](mailto:stuart.jeffress@act.gov.au)

## **Business Governance and Capability**

### **Governance, Compliance and Legal**

#### **Legal Services**

##### **Director**

**Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 25141)**

Gazetted: 30 August 2019

Closing Date: 13 September 2019

Details: Can you get your head around complex legal issues, communicate them simply and develop options and solutions? Can you independently develop and manage workloads, meet deadlines and lead a small team? Do you have experience in legal policy support related to government administration? Are you interested in the wide variety of legal issues, from nature conservation to environment protection policy; from development and planning to land sales and acquisitions; from renewable energy to environmental programs? We have all this, and more!

As part of the Senior Leadership team in Legal Services and Integrity, you will provide legal policy advice and support across the Directorate, the City Renewal Authority and Suburban Land Agency, assist in the preparation of legislative amendments and input to Cabinet briefings, and represent the section to internal and external stakeholders.

Eligibility/other requirements: A degree in Laws from an Australian tertiary institution, or a comparable overseas qualification, which in the opinion of the Director-General, is appropriate to the duties of the office. Experience in Government operations in the legal area.

Note: This is a temporary position available immediately for six months with the possibility of extension up to 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 of no more than two pages, outlining relevant experience and examples, demonstrating your capacity to perform the duties and responsibilities of the role, 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: Clinton Dengate (02) 6205 5001 [clinton.dengate@act.gov.au](mailto:clinton.dengate@act.gov.au)

**Justice and Community Safety**

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

**Director-General**

**Executive Level 4.2 \$410,504 - \$427,396 depending on current superannuation arrangements, Canberra (PN: E902)**

Gazetted: 04 September 2019

Closing Date: 15 September 2019

As head of this important and high-profile Directorate, you will provide high-level policy advice to the Attorney-General, the Minister for Police and Emergency Services and the Minister for Corrections and Justice Health on a wide range of issues relating to justice, security and emergency management.

You will provide advice on key law reform issues, the administration of ACT Courts and Tribunals and the delivery of legal services to Government. You will lead the provision of justice services, including corrections and emergency management. You will build strong and constructive relationships with independent statutory office holders, including the Solicitor-General, Director of Public Prosecutions, Human Rights Commissioner and Public Trustee and Guardian. You will work collaboratively and develop strong and enduring relationships with a range of key stakeholders and represent the ACT Government in a variety of public and government settings. As a member of the ACT Public Service Strategic Board, you will play a key part in the overall leadership of the ACT Public Service.

To be a strong contender for either of these roles, you will need to be an outstanding leader with a relevant and impressive record of achievement in a large, complex and politically sensitive organisation. You will also have a proven capacity to drive change, demonstrated ability to broker decisions through collaboration and consensus, and a personal style that engenders trust and respect.

Remuneration: The position attracts a remuneration package ranging from \$410,504 to \$427,396 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$337,841.

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

Before applying, please obtain selection documentation by emailing [admin@ianhansen.com.au](mailto:admin@ianhansen.com.au). If further information is required, please contact Ian Hansen of Ian Hansen & Associates 0408 306 769

**ACT Emergency Services Agency**

**Chief Officer, ACT State Emergency Services**

**Executive Level 1.2 \$221,815 - \$230,275 depending on current superannuation arrangements, Canberra (PN: E576)**

Gazetted: 03 September 2019

Closing Date: 27 September 2019

Details: Interested in making your mark by leading and driving change as part of a collaborative, responsive executive team?

The ACT State Emergency Service (ACTSES) provides immediate assistance to the community during emergencies and disasters in the ACT. It works closely with the community and the ACT Government to deliver a number of initiatives aimed at better preparing the community and local agencies for emergency events.

Reporting to the Commissioner of the ACT Emergency Services Agency, the role is responsible for strategically leading the ACTSES to deliver a responsive, contemporary and efficient service. This will require you to set the strategic direction, lead an extensive volunteer workforce, deliver community awareness initiatives and actively contribute as part of a cohesive leadership team across four operational services in the implementation of the strategic reforms across the agency.

With significant management experience within emergency services or within a similar service environment, you have successfully built positive, robust relationships with key stakeholders including volunteers, the community and government. Politically astute, you enjoy creating positive environments that encourage dedication to delivering high standards of service and new ways of thinking. It will play to your strengths in communication, resilience, diplomacy and change management and will provide you with the forum to contribute to the Emergency Services Agency's next level of success. Sound like you?

The ACT Government is committed to creating great workplaces with positive cultures that demonstrate respect, equity and diversity for all employees.

Remuneration: The position attracts a remuneration package ranging from \$221,815 - \$230,275 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$169,203.

Contract: The successful applicant will be engaged under a performance-based contract for up to five years.

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

How to Apply: Applicants are required to address the selection criteria in two pages, providing details of their relevant experience and skills, with consideration of the executive capabilities, to undertake the duties and responsibilities outlined above, a copy of current CV and the name and contact details of two referees to [jobs@act.gov.au](mailto:jobs@act.gov.au) by close of business (*four weeks from advertising*) 2019.

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

Contact Officer: Further information about the position is available from Georgeina Whelan,

[Georgeina.whelan@act.gov.au](mailto:Georgeina.whelan@act.gov.au), Phone: 02 6207 8409

**ACT Corrective Services**

**Community Corrections and Release Planning**

**Manager, Case Management**

**Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 44000)**

Gazetted: 02 September 2019

Closing Date: 2 October 2019

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated, experienced and suitable individuals to fill the position of Manager, Case Management. The successful applicant will provide high level operational support to Team Leaders and their staff to ensure quality case management is provided to offenders being supervised in the community. The position will support the development and delivery of medium to long term strategic and operational plan within Community Corrections and Release Planning. To be successful, you will possess exceptional communication and interpersonal skills in addition to strong leadership and management skills. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Relevant tertiary qualifications and/or equivalent correctional experience are desirable.

Eligible applicants may be required to undertake psychological aptitude testing as part of the assessment process. Demonstrated experience and/or capability to work with detainees and offenders on a daily basis is essential. Eligible applicants are required to maintain a current Working with Vulnerable People Registration. A current driver's licence is required.

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

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

Contact Officer: Tamara Graham (02) 6207 5935 tamara.graham@act.gov.au

## **ACT Corrective Services**

### **Community Corrections and Release Planning Manager, Support Services**

#### **Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 44003)**

Gazetted: 02 September 2019

Closing Date: 2 October 2019

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated, experienced and suitable individuals to fill the position of Manager, Support Services. The successful applicant will assist in the implementation of projects and initiatives, including but not limited to ACT Drug and Alcohol Court, the review of the Community Service Work Unit as well as contributing to updating of policies and procedures. The role will also work towards ensure quality case management is provided to offenders being supervised in the community. The position will support the development and delivery of medium to long term strategic and operational plan within Community Corrections and Release Planning. To be successful, you will possess strong leadership and management skills and exceptional communication and interpersonal skills. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Relevant tertiary qualifications and/or equivalent correctional experience are desirable.

Eligible applicants may be required to undertake psychological aptitude testing as part of the assessment process. Demonstrated experience and/or capability to work with detainees and offenders on a daily basis is essential. Eligible applicants are required to maintain a current Working with Vulnerable People Registration.

A current driver's licence is required.

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

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

Contact Officer: Tamara Graham (02) 6207 5935 tamara.graham@act.gov.au

## **Human Rights Commission**

### **Victims of Crime Commissioner**

#### **Intermediary Program**

##### **Witness Intermediary**

#### **Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 44376, several)**

Gazetted: 29 August 2019

Closing Date: 16 September 2019

Details: The ACT Victims of Crime Commissioner is seeking highly-motivated Intermediaries to work with the Director of the Intermediary Program to design and implement an ACT Intermediary Program within the ACT Human Rights Commission. Intermediaries are impartial communication experts who ensure vulnerable witnesses can give their best evidence in criminal investigations and at trial by ensuring witnesses:

Understand the questions put to them; and

Can communicate their answers effectively.

The duties of the Intermediary will include:

Assessing witnesses' communication needs and directly advising police and courts about how to communicate with witnesses to minimise their trauma and ensure provision of their best evidence, including through providing comprehensive written reports on individual witnesses' communication needs prior to them giving evidence;

Contributing technical expertise and experience to assist the design and implementation of an ACT Intermediary Program, including assisting with the development of program guidelines and policies and providing training and support to other program intermediaries and a range of criminal justice stakeholders;

Maintaining strong relationships with key stakeholders including police, legal professionals and the judiciary to design and monitor a highly effective Intermediary Program.

These are challenging roles, which will require the Intermediary to work closely with vulnerable witnesses, police, legal professionals and the judiciary. If you want to work in a collaborative, fast-paced environment to deliver a ground-breaking access to justice program in the ACT, this is the role for you. The ACT Human Rights Commission values its diverse work team and is committed to creating an inclusive workplace. Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are warmly encouraged to apply.

Eligibility/Other Requirements: Applicants must have one or more of the following:

Demonstrated experience in one or more of the following areas: speech pathology, psychology, occupational therapy or social work;

Demonstrated experience working with children and young people who have communication difficulties or have been impacted by trauma;

Experience working with Aboriginal and Torres Strait Islander children and young people;

Excellent verbal and written communication skills, particularly report writing;

Knowledge of the Criminal Justice System.

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. More than one position may be available. Selection may be based on application and referee reports only.

How to Apply: See the attached Position Description for further information regarding duties and responsibilities. Interested applicants should prepare a two page pitch addressing the Selection Criteria and illustrating how your Abilities, Experience and Qualifications make you the best person for this role. Please upload your pitch, along with your curriculum vitae and the contact details of at least two referees.

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

Contact Officer: Katherine Taplin 0403 358 227 [katherine.taplin@act.gov.au](mailto:katherine.taplin@act.gov.au)

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

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

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

#### **Transport Canberra**

##### **Transport Canberra Operations**

##### **Customer Service Assistants**

##### **Administrative Services Officer Class 2 \$55,934 - \$61,764, Canberra (PN: 42659, several expected vacancies)**

Gazetted: 04 September 2019

Closing Date: 11 September 2019

Details: Customer Service Assistants (CSA) assist customers to use Canberra's public transport services. Based at various locations throughout the ACT, CSAs assist with general passenger enquiries, way finding, journey planning and interchanging of passengers. CSAs also assist school children and vulnerable persons in their use of public transport network.

To be successful in this position you will:

Have fantastic inter-personal and communication skills

Have highly-developed customer service skills

Have a great personality

Be able to work as part of team to deliver organisational 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: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with

Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). A driver's licence (C class) is highly desirable.



Note: These are temporary positions available immediately until 30 June 2020. These positions are part-time at 20 hours per week and the full-time salary noted above will be pro-rata. These roles are predominantly based in external environments and successful candidates are required to work in all weather, including wet weather. 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: Suitability for this position will be assessed based on your Skills, Knowledge and Behaviour in relation to the Duties and Responsibilities listed in the Position Description. Please attach your curriculum vitae and provide a one-page pitch demonstrating your suitability against the Skills, Knowledge and Behaviour requirements.

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

Contact Officer: Kylie Smith (02) 6205 4337 [kyliea.smith@act.gov.au](mailto:kyliea.smith@act.gov.au)

## **Transport Canberra**

### **Public Transport Operations**

#### **Flexible Transport Office**

#### **Special Needs Transport Attendant**

#### **Special Needs Transport Attendants (GSOS2) \$51,963 - \$54,016, Canberra (PN: SNAC04, several)**

Gazetted: 04 September 2019

Closing Date: 18 September 2019

Details: Are you: An energetic person who enjoys helping others? Keen to deliver outstanding customer service?

Able to communicate with all types of people? Able to deal with difficult situations? If so, please read on.

Transport Canberra is currently seeking applications to fill part-time, and casual vacancies within the Flexible Transport Office. Flexible Transport provides specialised transport to people who cannot access regular bus services because of their age or disability. Transport Canberra has a fleet of wheelchair accessible mini buses to provide these services. Special Needs Transport Attendants provide support to the driver while the bus is in transit and assists with the loading and unloading of students and other passengers. Special Needs Transport Attendants predominantly work split shifts (morning and afternoon) to meet the school collection and delivery schedule.

Under limited supervision the Special Needs Transport Attendant is responsible for the effective delivery of school and specialised transport services across the Territory. All specialised transport services are scheduled trips, which requires the Special Needs Transport Attendant to work with the driver to tight deadlines while ensuring a safe journey for all passengers. To be successful as a Special Needs Transport Attendant you will: Have fantastic customer service and communications skills, including well developed conflict resolution skills; Be able to supervise, care and support the elderly, passengers with disability and those who have medical condition(s) and respond to any emergencies as required; Be able to work as part of team to deliver organisational outcomes. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Hold a current Senior First Aid Certificate or have the ability to obtain one. Current driver's licence. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: There are permanent part-time and casual positions available and the full-time salary noted above will be paid pro rata. The part-time positions will work a split shift 7:00am to 9:30 am and 2:00pm to 4:30pm. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the **next 12 months**

**How to Apply: Please attach your curriculum vitae, a copy of your WWVP registration card and provide a one-page pitch demonstrating your skills, knowledge and behaviour in relation to the duties and responsibilities listed above and in the attached Position Description.**

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

Contact Officer: Kim Bryant (02) 6205 9383 [kim.bryant@act.gov.au](mailto:kim.bryant@act.gov.au)

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

## **City Services**

### **Place Coordination and Planning**

#### **City Operations Planning and Policy**

#### **Director, City Operations Planning and Policy**

**Senior Officer Grade A \$145,048, Canberra (PN: 39447)**

Gazetted: 30 August 2019

Closing Date: 13 September 2019

Details: Reporting to the Executive Branch Manager, Place Coordination and Planning, the Director leads the Transport Planning and Policy team, the Active Travel Office and the Open Space Planning and Policy team. Supporting the Executive Branch Manager, the Director will work collaboratively with Executives and officials across the ACT Public Service to understand and support the delivery of transport planning, active travel and open space priorities across government to ensure the implementation of an integrated transport network and a coordinated place-based approach to open space planning in the ACT. The Director will oversee a range of transport-related policy and project delivery functions, including the management and implementation of the ACT's transport strategy. The Director has responsibility for the delivery of the branch business plan, and will build business resilience by encouraging collaborative working across the teams and supporting professional development at all times.

Note: This is a temporary position available from 16 September 2019 to 24 August 2020. 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: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two (2) pages outlining experience and/or ability in the above areas; please also provide contact details of at least two referees and a current curriculum vitae.

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

Contact Officer: Geoffrey Davidson (02) 6205 9799 [geoffrey.davidson@act.gov.au](mailto:geoffrey.davidson@act.gov.au)

**Canberra Health Services**

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

**Clinical Services**

**Nursing and Midwifery and Patient Support Services**

**Director of Nursing and Midwifery**

**Registered Nurse Level 5.5 \$164,734, Canberra (PN: 29615)**

Gazetted: 05 September 2019

Closing Date: 6 September 2019

Details: Canberra Health Services

Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

Overview of the work area and position

The Director of Nursing and Midwifery and Patient Support provides leadership, management and coordination of Nursing and Midwifery and Patient Support Services.

Located on the Canberra Hospital campus, the Director of Nursing and Midwifery and Patient Support Services will consult and partner with the Executive Directors and Nursing and Midwifery and Patient Support on nursing and midwifery issues, make decisions on across-the-board approaches and will play a central role in championing an

exciting transformational agenda in Canberra Health Services which will bring exceptional and innovative health outcomes to our diverse community, and set new standards and models of healthcare in Australia.

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

The successful applicant will be able to demonstrate the ability to provide direction and leadership for nursing services in a complex service delivery environment that is staffed by multidisciplinary teams. Excellent communication skills are essential to this position as is an ability to engage with stakeholders and develop partnerships.

Eligibility/Other Requirements:

*Mandatory:*

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

*Desirable:*

Post graduate certificate in Tertiary Studies.

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

Undergo a pre-employment National Police check

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

Contact Officer: Denise Patterson (02) 5124 2147 denise.patterson@act.gov.au

## **Clinical Services**

### **Medicine**

#### **Renal**

#### **Renal Clinical Development Nurse**

**Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 27012)**

Gazetted: 05 September 2019

Closing Date: 16 September 2019

Details: About us

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

Overview of the work area and position

The Canberra Health Services Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

The Renal Network offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW. These include Chronic Kidney Disease clinics, acute, satellite and home dialysis services, pre and post transplantation services, hypertension clinics and a supportive care clinic. This team has a multidisciplinary approach with an emphasis on research and evidence based practice and is committed to partnering with patients to provide excellent care.

The Renal Clinical Development Nurse (CNC) will be based on ward 4B Renal ward. The position will be responsible for providing education to the staff as well as organising in-service training for staff as needed in consultation with the ward CNC. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment.

Eligibility/Other Requirements

*Mandatory:*

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

*Desirable:*

Certificate IV in Training and Assessment.

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

Undergo a pre-employment Police check.

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

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

Contact Officer: Tracy Garratt (02) 51244 2949 tracey.garratt@act.gov.au

## **Clinical Services**

### **Child and Adolescent Mental Health Services**

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

##### **DBT Clinician**

**Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 24334)**

Gazetted: 05 September 2019

Closing Date: 18 September 2019

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

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

ACT Wide Mental Health Services (ACT Wide MHS)

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Overview of the work area and position:

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues.

The CAMHS teams are made up of multi disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

The Dialectical Behaviour Therapy (DBT) program provides evidenced based DBT therapy for young people between the ages of 13 and 18 in the ACT who are experiencing moderate to severe mental health issues. The program has a recovery focus with the aim of reducing the severity of mental health symptoms and increasing skills to manage distress.

The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements:

Mandatory:

For Occupational Therapy:

Degree (or recognised equivalent) in Occupational Therapy

Registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA)

Eligibility for professional membership of Occupational Therapy Australia

Must hold a current driver's license.

For Psychology:

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

Must hold a current driver's license.

Highly Desirable:

Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students

For Social Work:

Degree in Social Work

Eligibility for membership of the Australian Association of Social Workers

Registration or eligibility for registration under the Working with Vulnerable People Act 2011

Must hold a current ACT driver's license.

Highly desirable for all disciplines:

Minimum of 3 years (ideal 5 years) post qualification

Experience in working with children and young people.

Prior to commencement successful candidates will be required to:

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

Note:

This is a temporary full-time position for a period of 12 months, with the possibility of extension. Please note appointment to the position may be based on written application and referee reports only. An order of merit may be established from this recruitment round to fill future vacancies in the DBT team over the next 12 months.

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: Jessica Ross (02) 5124 1880 [jessica.ross@act.gov.au](mailto:jessica.ross@act.gov.au)

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

### **Administration**

#### **Administration Manager**

#### **Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 36850)**

Gazetted: 05 September 2019

Closing Date: 18 September 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 Hospital, Community Health Centres and Village Creek Centre in Kambah.

Working across these multiple sites the Administration Manager is responsible for the day to day management of the administration team ensuring effective and efficient delivery of administrative support to both internal and external clients. The Administration Manager reports directly to the Operations Manager RACS.

Eligibility/Other Requirements:

Desirable:

Tertiary Qualifications in an administrative/management related field (or progress towards them)

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Michelle Bennett (02) 5124 0226 [michelle.mennett@act.gov.au](mailto:michelle.mennett@act.gov.au)

## **Clinical Services**

### **Critical Care**

#### **Critical Care Admin**

#### **Emergency Department Medical Education Support Officer**

#### **Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 44146)**

Gazetted: 05 September 2019

Closing Date: 16 September 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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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 Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department, Medical Emergency Team, Early Recognition of the Deteriorating Patient program, Trauma Services and the Capital Region Retrieval Service.

Overview of the work area and position:

The Medical Education Support Officer is responsible for the medical education program within the Emergency Department for the Division of Critical Care. The position reports to the Operations Manager, Division of Critical Care and indirectly to the Clinical Director/Directors of Training of the Emergency Department.

Under broad direction, you will play a role in providing day-to-day support to the Medical Officers.

Eligibility/Other Requirements:

Desirable:

Previous experience working with ACT Patient Administration System (ACTPAS) and MYSHIFT applications.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Contact Officer: Sarah Ryan (02) 5124 4115 sarah.ryan@act.gov.au

### **Nursing and Midwifery and Patient Support Services**

#### **Health E-Rostering System and Management Support Unit**

#### **E-Rostering Administrative Support Officer**

#### **Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 32936)**

Gazetted: 05 September 2019

Closing Date: 20 September 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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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

The Division of Nursing and Midwifery and Patient Support Services plays a key role in developing a collaborative and strategic approach to nursing and midwifery and patient support services for CHS.

The Division includes Nursing Support Services (including the E-Rostering Unit, the Nursing and Midwifery Resource Office, Tissue Viability Unit, Infection Prevention and Control Unit); and Patient Support Services (including Wards persons, Hospital Assistants, Ward Clerks, the Central Equipment and Courier Service and

Spiritual Support Services). In addition, the Division provides high quality strategic leadership and direction to the nursing and midwifery and patient support services workforce.

Canberra Health Services is currently implementing a range of e-health initiatives aimed to facilitate a safe, high quality, secure e-Health systems that ensure the right information is available to the right person at the right time, regardless of their location.

The E-Rostering System Administration Management Support Unit has responsibility for the centralisation of rostering support services across Canberra Health Services and within the Division of Nursing and Midwifery and Patient Support Services. The team provides system administration technical and rostering management related support and training services to over 5,500 Canberra Health Services staff currently managed by the Unit. The Unit also works closely with Shared Services ICT and the vendor to manage system upgrades and break/fix solutions as well as conducting system testing and training and help desk support.

Under the general direction of the E-Rostering Support Team Manager, this position is responsible for providing designated duties to assigned E-Rostering system management support initiatives; for providing day to day management administrative support, help desk services, rostering training support and system administration support, with a particular emphasis on rostering management and maintenance of data integrity within the rostering system, incorporating responsibility for monitoring and evaluating change management processes to facilitate the provision of efficient and effective best rostering practice processes.

Eligibility/Other Requirements:

Mandatory:

Previous data entry and analysis experience

Desirable:

An understanding of best practice rostering processes and experience of using an electronic rostering system would be an advantage.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

Applicants may be selected based on the written application assessment and referee reports may be requested.

Contact Officer: Chin Wong (02) 5124 4219 chin.k.wong@act.gov.au

## **Clinical Services**

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

#### **Administration**

##### **Departmental Office Manager**

##### **Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 23836, several)**

Gazetted: 05 September 2019

Closing Date: 18 September 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

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

Under the direction of the RACS Administration Manager, the Departmental Office Manager is responsible for the coordination and provision of administrative support services for RACS within the Unit/ Centre. This involves managing and overseeing the work of the Administration Team, providing leadership, guidance and further supporting the Administration Team within the Office to meet departmental targets and objectives. Additionally, the Office Manager role provides administrative support to the Director within the office, RACS Division and Executives as required.

The Departmental Office Manager will provide administrative support to the Director of Allied Health and will be primarily based at the Brindabella Rehabilitation Centre - UCH, this position may also be required to work in the following departments/locations:

Geriatric Medicine - TCH

Rehabilitation Medicine- UCH

Client Support Services/Community – Village Creek Centre

The Departmental Office Manager reports to the RACS Administration Manager, and to the relevant clinical lead for any clinical matters.

Please note this process is subject to a Joint Selection Committee (JSC).

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

There are two positions available. One permanent and one temporary full-time. The temporary position available until February 2021 with possibility of extension. An order of merit list may be established to fill future vacancies at level over the next 12 months.

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: Michelle Bennett (02) 5124 0226 michelle.bennett@act.gov.au

## **Clinical Services**

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

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

##### **Clinical Manager**

**Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 25203)**

Gazetted: 05 September 2019

Closing Date: 18 September 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 and alcohol and drug services.

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

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

- Adult Acute Mental Health Services



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

Overview of the work area and position:

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

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

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

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

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

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

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

The successful applicant will be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes.

Importantly the new MoC will allow greater opportunity for clinicians' to deliver discipline specific interventions, with case-loads reflecting strengths based models of care.

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

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

Eligibility/Other Requirements:

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia

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

For Psychology:

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

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

For Social Work:

Degree in Social Work

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

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

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

Current driver's license

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment National Police check.

Contact Officer: Deepthy Palamadathu (02) 6205 1110 [deepthy.palamadathu@act.gov.au](mailto:deepthy.palamadathu@act.gov.au)

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

### **Creative Arts Therapist**

#### **Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 23020)**

Gazetted: 05 September 2019

Closing Date: 16 September 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 and alcohol and drug services.

Mental Health, Justice Health and Alcohol & 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 & Drug Services

Child & 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.

At this level it is expected that the HP2 Creative arts therapist will be an integral member of the AMHU team and will provide, under routine supervision, high quality art therapy services that will achieve sound outcomes for people within a therapeutic secure environment. The Creative Arts Therapist will contribute significantly to the therapeutic outcomes of people receiving care at the AMHU. All staff of the AMHU are required to undertake professional development activities, and participate in supervision, quality initiatives and contribute to the multidisciplinary team processes.

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

Director of Allied Health Office (MHJHADS).

Responsibility Statement:

Promote 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.

Provide individual or group therapy service delivery.

Apply knowledge, skills, and professional judgement in the delivery of routine services.

Notes: This is a part-time temporary position available for six months with the possibility of permanency position and is available at 18:23 hours per week. The full-time salary noted above will be paid pro-rata. Creative Arts Therapist with a relevant undergraduate degree working towards completing a Masters degree in Arts Therapy are encouraged to apply and could be considered for temporary employment under the Professional Officer classification.

Eligibility/Other Requirements:

A Master's degree in Art Therapy (eg Art Therapy/ Music Therapy/ Creative Arts Therapy/ Dramatherapy)

Eligibility for membership of the Australian and New Zealand Arts Therapy Association (ANZATA)

Have current registration issued under the ACT Working with Vulnerable People Act 2011

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

Contact Officer: Roz Fitzgerald (02) 6174 5401 [Roz.Fitzgerald@act.gov.au](mailto:Roz.Fitzgerald@act.gov.au)

## **Clinical Services**

### **Surgery**

#### **Medical Staff**

##### **Personal Assistant to Director of Oral and Maxillofacial Surgery**

##### **Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 13526)**

Gazetted: 05 September 2019

Closing Date: 17 September 2019

ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital & 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 ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. Most clinical units, including the Oral and Maxillofacial Unit, are supported by Personal Assistants or Office Management staff, who coordinate the Office of busy clinicians.

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

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

## **Clinical Support Services**

### **Food Services, Staff Cafeteria**

#### **Cafeteria Supervisor**

##### **Health Service Officer Level 5 \$55,529 - \$58,287, Canberra (PN: 23052)**

Gazetted: 05 September 2019

Closing Date: 18 September 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.

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

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

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

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

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

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

#### Overview of the Work Area and Position

The function of the Food Service Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of ACT Health Services north and south of Canberra.

The Food Service Department prepares, cooks and serves an average equates to approximately 3000 meals daily for Canberra Health Services and National Capital Private Hospital.

Food Service is organised into the following functional areas:

Food Service Administration,

Operation Support Services - Food preparation and Food Production,

Patient Services – Meal Plating and Rethermalisation / Meal deliveries to patients/Menu monitors,

Cafeteria – Food, meals and drinks for staff and guests,

Stores – Receipt, dispatch and storage of perishable and non-perishable food supplies,

External sites, Dhulwa & other Community Centres.

Eligibility/Other Requirements:

Highly Desirable:

Industry recognised qualifications

Food Safety Certificate

Current driver's licence

Desirable:

Minimum five years relevant food service supervisory experience highly desired

Relevant experience in Microsoft Office applications

Relevant food service IT systems,

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Elizabeth Suarez (02) 5124 3932 [elizabeth.suarez@act.gov.au](mailto:elizabeth.suarez@act.gov.au)

#### **Clinical Services**

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

##### **Community Health Programs**

##### **Supporting Safer Families Program Manager**

##### **Health Professional Level 5 \$124,891 - \$140,596, Canberra (PN: 45157)**

Gazetted: 05 September 2019

Closing Date: 20 September 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

Do you have a background of working and training in the domestic and family violence and child protection sector?

Do you have experience in supporting whole of organisational change?

If you're passionate about supporting safer families by leading cultural change in health services around domestic and family violence and child safety and protection and have a high level of skill and experience in organisational leadership and change you will be interested in this position.

Canberra Health Services is committed to providing a whole-of-service response to reducing child abuse and neglect and family violence.

Canberra Health Services is recruiting to a newly established permanent HPO5 position to lead a team that will provide expert services, consultancy, liaison, training and advice in the areas of child safety and protection, child safe standards and family violence.

This position is part of the Women, Youth and Children Community Health Program (WYCCHP) leadership team and will be largely based at the Centenary Hospital for Women and Children at the Canberra Hospital Campus.

Canberra Health Services is committed to providing a whole-of-service response to reducing child abuse and neglect and family violence.

This involves:

Increasing awareness and supporting CHS staff in mandatory reporting responsibilities

Creating an environment where patients feel safe and supported in disclosing their experiences of family violence

Ensuring the workforce is supported at both a professional and personal level

The newly established Supporting Safer Families Program Manager position is part of the Women, Youth and Children Community Health Program (WYCCHP) leadership team and is largely based at the Centenary Hospital for Women and Children at the Canberra Hospital Campus.

Initially the position will manage the existing Child Protection Training (CPT) Team, the Child Protection Liaison Officer (CPLO) and the new Family Violence training officers, and in the future may oversee other teams supporting vulnerable children and families.

The CPT team develops, provides and evaluates all mandatory child protection training for Canberra Health Services and other health professionals upon request. This includes information around roles and responsibilities according to legislation and policies.

The CPLO position is a leadership role which promotes positive client outcomes through effective communication, liaison and negotiation between Canberra Health Services and the Office for Children, Youth and Family Support in the Community Services Directorate.

The Family Violence Training officers will be recruited to support the rollout of new family violence training across Canberra Health Services.

The Manager of the Supporting Safer Families Program is responsible for ensuring effective operational and strategic leadership of the team, including working collaboratively with other services and Directorates as required.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (or equivalent) in a Health Profession

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) or if from a profession that is not AHPRA regulated, be eligible for membership of relevant professional association

Extensive clinical experience working with people affected by child abuse/neglect and family violence

Desirable:

Vocational or tertiary qualification in education e.g. Certificate 4 in training and assessment

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

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

Contact Officer: Deborah Colliver (02) 5124 1094 [deborah.colliver@act.gov.au](mailto:deborah.colliver@act.gov.au)

## **People and Culture**

### **Workplace Health and Safety**

#### **Assistant Director Work Health Safety**

##### **Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 29577)**

Gazetted: 05 September 2019

Closing Date: 17 September 2019

Details: Canberra Health Services

Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

Overview of the work area and position

The 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 CHS.

Working closely with CHS Divisions, the People and Culture portfolio delivers strategically-aligned workforce solutions in areas including people policy and strategies, change management, human resource management, organisational development, diversity and inclusion, general clinical and leadership training, workforce planning, industrial and employee relations, pay and benefits, rewards and recruitment. The Division also plans, designs, communicates and monitors CHS Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable CHS to deliver on its strategic agenda.

The Work Health Safety Unit provides strategic leadership, advice and effective coordination and implementation of work health safety (WHS) management strategies, frameworks and activities. The unit provides WHS advisory and support services and oversees the implementation of systems and processes that assist CHS to become a safe and accountable healthcare environment.

CHS staff, people who use our services and visitors have the right to feel safe and be safe in CHS workplaces.

Eligibility/Other Requirements

*Desirable:*

Work Health Safety (WHS) and/or Healthcare related tertiary qualifications

Experience in a tertiary healthcare setting

Driver's licence

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

Undergo a pre-employment National Police check.

Contact Officer: Daniel Guthrie 02 5124 9544 [daniel.guthrie@act.gov.au](mailto:daniel.guthrie@act.gov.au)

## **Clinical Services**

### **Critical Care**

#### **Intensive Care Unit**

##### **Clinical Support Nurse**

##### **Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 14142)**

Gazetted: 05 September 2019

Closing Date: 20 September 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 of publicly funded health facilities, programs and services including but not limited to: The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services. Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.

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

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

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

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

The Division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department, Medical Emergency Team, Early Recognition of the Deteriorating Patient program, Trauma Services and the Capital Region Retrieval Service.

Overview of the work area and position

The Intensive Care Unit is a 31 bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of College of Intensive Care Medicine of Australia and New Zealand (ANZICS).

The unit satisfies College requirements for training in Neurosurgery, Cardiothoracics and Trauma.

The unit participates in local, national and international multi-disciplinary and multi-centre research, and has a strong commitment to teaching.

The Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650 000.

It is a modern 670+ bed hospital providing most major medical and surgical sub-specialty services.

This position provides high level support in coordinating and managing the undergraduate, graduate, post graduate and unit education programs in the Intensive Care Unit to facilitate the learning needs of nursing staff. Applicants should be self-motivated and be able to work under minimal direct supervision. There is an expectation that the successful applicant will coordinate and participate in the delivery of clinical supervision, as well as maintain accountability for their own practice standards, education activities delegated to others, and the guidance and development of Intensive Care Unit nursing staff.

Eligibility/Other Requirements

Mandatory:

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

Desirable:

Holds or progressing towards a tertiary qualification at Masters.

Has demonstrated currency of nursing practice in a tertiary level critical care environment within the last five years.

Hold Certificate IV in Workplace Training and Assessment of Educational program development.

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).

Note:

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

Contact Officer: Genevieve Harrigan (02) 6244 2756 genevieve.harrigan@act.gov.au

## **Clinical Services**

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

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

### **Clinical Manager**

#### **Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 21585)**

Gazetted: 05 September 2019

Closing Date: 20 September 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.

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

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

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

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

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

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

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

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

Overview of the work area and position

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

The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new model of care which will improve the 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 high quality clinical interventions and care, and to achieve of positive outcomes for people. 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. Providing supervision to staff at the Registered Nurse 1 and 2 Levels as well as students is a key part of the role.

Importantly the new MoC will allow greater opportunity for clinicians' to deliver discipline specific interventions, with case-loads reflecting strengths based models of care.



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

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

Eligibility/Other Requirements:

Mandatory:

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

Minimum three years nursing experience in a mental health services, and Strong understanding of adult community mental health services.

Desirable:

Post Graduate Qualification in Mental Health Nursing or working towards such, and Current driver's licence.

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment Police check.

Contact Officer: Graham Twycross (02) 5124 1516 [graham.twycross@act.gov.au](mailto:graham.twycross@act.gov.au)

## **Clinical Services**

### **Deputy Director General Clinical Services**

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

##### **Nutrition Manager**

#### **Health Professional Level 4 \$106,043 - \$114,146, Canberra (PN: 29656)**

Gazetted: 05 September 2019

Closing Date: 20 September 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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Six community health centres: providing a range of general and specialist health services to people of all ages.

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

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

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

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

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

Overview of the Work Area and Position

Community Care 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.

We pride ourselves on our continual drive for high quality patient care. The manager is responsible for overseeing and achieving efficient and effective patient centred services, staffing and resource management. In this role you will be part of a friendly and engaging interprofessional management team.

The Community Care Program is seeking applications from suitably qualified and experienced health professionals to permanently fill the Nutrition Manager position. This is a full time position.

Eligibility/Other Requirements:

Mandatory:

Degree in Nutrition and Dietetics, or recognized equivalent.

Eligible for Accredited Practicing Dietitian status with the Dietitian's Association of Australia.

Desirable:

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Comply with ACT Health credentialing and scope of clinical practice requirements for Allied Health Professionals.

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

Contact Officer: Kerryn Maher (02) 5124 1671 kerryn.maher@act.gov.au

## **Infrastructure and Health Support Services**

### **Logistics Support Services**

#### **Sterilising Services**

#### **Operations Manager**

#### **Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 29395)**

Gazetted: 05 September 2019

Closing Date: 25 September 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.

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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.

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 Infrastructure and Health Support Services Division is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations. The Sterilising Services section is embedded within this Division.

Sterilising Services (SS) provides sterilising services to Canberra Hospital (CH), Calvary Public Hospital Bruce (CPHB) and some private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising of Reusable Medical Devices (RMD). SS provides reprocessing of RMD, purchasing, instrument repairs and maintenance.

SS is organised into the following functional areas:

SS at Mitchell, including management and administration

Sterilising Unit at CH

Sterilising Unit at CPHB

Central Reprocessing Unit (CRU) at Gastroenterology and Hepatology at CH

Eligibility/Other Requirements:

Desirable

Recognised tertiary qualifications in Health or nursing or related disciplines

A minimum of five years' experience in Sterilising Services practices or infection control practices or relevant health sector experience

Current driver's license

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Kavitha Kugathas (02) 5124 3583 kavitha.kugathas@act.gov.au

**Financial Operations and Support Unit**

**Finance and Business Intelligence**

**Finance Manager**

**Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 19025, several)**

Gazetted: 05 September 2019

Closing Date: 18 September 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 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 Operations and Support Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence and the Health Information Unit.

The Financial Operations and Support Unit within the FBI Branch provides business management support and advice to the Divisions of Canberra Health Services. In liaison with key stakeholders, develop and manage the required budgets and contribute to the management and improvement of performance against agreed indicators. The team ensures high quality and consistent business services, including financial management reporting which is provided to all aspects of Canberra Health Services and provide financial and business functions on a day to day basis.

So if you:

Are an inquisitive finance manager that want to understand what makes a complex organisation tick?

Speak fluent Finance and want to educate Clinical staff on this exciting language to help them with decision making?

Look at a complex situation and want to understand it, interpret what it means and come up with thoughtful and intelligent responses and solutions?

Think about future challenges as much as you do about the tasks you have today?

Want to be part of a team that is creating exceptional health care?

Then we want you as part of the Finance and Business Intelligence team (FBI) at Canberra Health Services.

Eligibility/Other Requirements:

Desirable:

A degree or diploma from an Australian tertiary institution, or a comparable overseas qualification, in commerce, accounting, business, economics or equivalent operational experience would be a distinct advantage.

Relevant experience in a hospital or health care setting, leading and managing a team are highly desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Ash Shah (02) 5124 3689 ash.shah@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>**

### **Health System Policy and Research**

#### **Office of Professional Leadership and Education**

#### **Chief Nursing and Midwifery Officer**

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

Gazetted: 05 September 2019

Closing Date: 12 September 2019

Details: The ACT Chief Nurse and Midwifery Officer position is your opportunity to put your credible high-level strategic leadership and extensive experience in leading nursing and midwifery policy into meeting the challenges of delivering contemporary, evidence based best practice across the Australian Capital Territory (ACT), whilst also forming strong partnerships with your colleagues nationally.

Your role is a pivotal territory-wide leadership and influencing role for the professions. It provides important, strategic advice to inform ACT Health policy and is instrumental in developing, implementing and evaluating nursing and midwifery specific policy. As a leader within the Health Systems, Policy and Research Group you will be contributing to ACT Health's vision and strategic direction.

Significantly, you will be leading the professions quality initiatives, and have an indirect role in planning and delivery of health systems and services through influencing management and practices. Your personal leadership style in fostering inter-professional collaboration will contribute to a positive culture through the Office of Professional Leadership and Education along with the Chief Medical Officer, the Chief Psychiatrist and the Chief Allied Health Officer.

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

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

Remuneration: The position attracts a remuneration package ranging from \$ to \$ depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$.

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

Qualified candidates are invited to contact Liz Hlipala on +61 (0)401 122 301 or via email

lhlipala@hardygroupintl.com for a confidential discussion.

Contact Officer: Liz Hlipala, Hardy Group +61 (0)401 122 301 lhlipala@hardygroupintl.com

## **APPOINTMENTS**

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

**Senior Information Technology Officer Grade C \$106,043 - \$114,146**

Michael Bayliss 843-46198, Section 68(1), 29 August 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Louise Black 858-79009, Section 68(1), 2 September 2019

**Senior Officer Grade B \$124,891 - \$140,596**

Charlotte Amy Harper 861-31289, Section 68(1), 1 September 2019

**Senior Officer Grade C \$106,043 - \$114,146**

Karen Hill 858-78356, Section 68(1), 2 September 2019

**Administrative Services Officer Class 5 \$78,197 - \$82,771**

Kaja Ivancic 858-78102, Section 68(1), 2 September 2019

**Administrative Services Officer Class 6 \$84,257 - \$96,430**

Yolande Norris 858-60674, Section 68(1), 1 September 2019

**Administrative Services Officer Class 6 \$84,257 - \$96,430**

Branka Prodanovic 858-61343, Section 68(1), 4 September 2019

**Senior Officer Grade C \$106,043 - \$114,146**

Jennifer Spear 853-46130, Section 68(1), 1 September 2019

### **Director of Public Prosecutions**

**Prosecutor Grade 1 \$72,389 - \$82,104**

James Melloy 853-81788, Section 68(1), 19 August 2019

### **Education**

**Professional Officer Class 2 \$84,257 - \$96,430**

Jeffrey Beaver 858-70899, Section 68(1), 28 August 2019

**School Assistant 2/3 \$47,563 - \$57,998**

Kelly Cvitanovic 858-27225, Section 68(1), 29 August 2019

**Senior Officer Grade C \$106,043 - \$114,146**

Alexandra Nicole Dance 858-76748, Section 68(1), 2 September 2019

**Senior Officer Grade A \$145,048**

Lyn Larkin 858-78639, Section 68(1), 2 September 2019

**Administrative Services Officer Class 4 \$70,359 - \$76,184**

Pauline Mary Quinane 858-78129, Section 68(1), 1 September 2019

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

**General Service Officer Level 5/6 \$55,097 - \$60,637**

Stuart Austen 843-33426, Section 68(1), 1 September 2019

**Professional Officer Class 2 \$84,257 - \$96,430**

Nina McLean 858-78137, Section 68(1), 2 September 2019

**Administrative Services Officer Class 5 \$78,197 - \$82,771**

Amanda Sullivan 858-77396, Section 68(1), 4 September 2019

**Justice and Community Safety**

**Ambulance Paramedic \$70,647 - \$79,475 plus penalties**

Gareth Bosman 858-76094, Section 68(1), 2 September 2019

**Ambulance Paramedic \$70,647 - \$79,475 plus penalties**

Denise Collins 858-76078, Section 68(1), 2 September 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Jacqui Fisher 858-64579, Section 68(1), 1 September 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Karley Gill 858-70442, Section 68(1), 1 September 2019

**Ambulance Paramedic \$70,647 - \$79,475 plus penalties**

Michael Holt 858-76107, Section 68(1), 2 September 2019

**Ambulance Paramedic \$70,647 - \$79,475 plus penalties**

Rebecca McHutchison 858-76051, Section 68(1), 2 September 2019

**Ambulance Paramedic \$70,647 - \$79,475 plus penalties**

Leah Reid 858-76027, Section 68(1), 2 September 2019

**Ambulance Paramedic \$70,647 - \$79,475 plus penalties**

Elizabeth Reppion 858-76123, Section 68(1), 2 September 2019

**Ambulance Paramedic \$70,647 - \$79,475 plus penalties**

Michael Roberts 858-76035, Section 68(1), 2 September 2019

**Ambulance Paramedic \$70,647 - \$79,475 plus penalties**

Timothy Scott 858-76086, Section 68(1), 2 September 2019

**Ambulance Paramedic \$70,647 - \$79,475 plus penalties**

Phillip Thomas 858-76043, Section 68(1), 2 September 2019

**Ambulance Paramedic \$70,647 - \$79,475 plus penalties**

Eloise Thompson 858-76131, Section 68(1), 2 September 2019

**Transport Canberra and City Services**

**TGSO5/TGSO6/TGSO7 Workshop Staff \$78,677 - \$88,319**

Andrew Armour 858-66339, Section 68(1), 29 August 2019

**Senior Officer Grade A \$145,048**

Andrew Fawcett 858-50679, Section 68(1), 29 August 2019

**General Service Officer Level 7 \$62,521 - \$66,023**

Surya Maharjan 858-70178, Section 68(1), 4 September 2019

**City Renewal Authority**

**Senior Officer Grade C \$106,043 - \$114,146**

Fiona Codd 858-60164, Section 68(1), 30 August 2019

**Canberra Health Services**

**Assistant in Nursing \$51,603 - \$53,350**

Obiamaka Akujobi 858-76887, Section 68(1), 2 September 2019

**Registered Nurse Level 2 \$93,151 - \$98,728**

Jordan Allen 845-21742, Section 68(1), 5 September 2019

**Registered Nurse Level 1 \$67,078 - \$89,604**

Marina Antony 857-42635, Section 68(1), 3 October 2019

**Health Service Officer Level 3 \$51,072 - \$52,732**

Stuart Hutchison 862-11393, Section 68(1), 29 August 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Louise Ingle 858-78620, Section 68(1), 2 September 2019

**Assistant in Nursing \$51,603 - \$53,350**

Rabin Kandel 858-76895, Section 68(1), 2 September 2019

**Registered Nurse Level 1 \$67,078 - \$89,604**

Joanne Kelland 858-77193, Section 68(1), 2 September 2019

**Health Professional Level 2 \$65,216 - \$89,528**

Kristen Korth 859-53125, Section 68(1), 17 September 2019

**Senior Officer Grade B \$124,891 - \$140,596**

Deepashree Patil 858-78540, Section 68(1), 15 October 2019

**Registered Nurse Level 1 \$67,078 - \$89,604**

Alicia Phillips 859-52130, Section 68(1), 4 September 2019

**Registered Nurse Level 1 \$67,078 - \$89,604**

Christine Sweedman 859-51891, Section 68(1), 29 August 2019

**Health Professional Level 2 \$65,216 - \$89,528**

Joshua Taylor 853-64371, Section 68(1), 5 September 2019

**Registered Nurse Level 1 \$67,078 - \$89,604**

Kelly Vaughan 859-54048, Section 68(1), 1 October 2019

**ACT Health**

**Health Professional Level 5 \$124,891 - \$140,596**

Warren Holroyd 856-73908, Section 68(1), 28 August 2019

**Senior Specialist \$222,205**

Dinesh Arya, 861-32986 Section 68(1), 13 August 2019

## TRANSFERS

### Justice and Community Safety

**Mark Emerson: 853-54632**

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. 38743) (Gazetted 8 May 2019)

### Office of the Legislative Assembly

**Michelle Atkins: 00693**

From: Administrative Services Officer Class 4 \$73,359 - \$76,184 Office of the Legislative Assembly

To: Administrative Services Officer Class 4 \$73,359 - \$76,184 Office of the Legislative Assembly, Canberra (PN 262)

### Canberra Health Services

**Christine Whittall: 836-54420**

From: Senior Officer Grade C \$106,043

Health

To: Senior Officer Grade C \$106,043 - \$114,146

Canberra Health Services, Canberra (PN. 41892) (Gazetted 11 July 2019)

**Anna Wollstein: 853-60856**

From: Health Professional Level 3 97,049

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 36099) (Gazetted 28 May 2019)

## PROMOTIONS

### Chief Minister, Treasury and Economic Development

#### Shared Services

#### Finance and Payroll Services

#### Accounts Receivable and Debt Management

**Jason Gannon: 853-73083**

From: Administrative Services Officer Class 6 \$84,257 - \$96,430

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$84,257 - \$96,430

Chief Minister, Treasury and Economic Development, Canberra (PN. 07164) (Gazetted 8 August 2019)

#### Access Canberra

#### Projects, Governance and Support

#### Government Business and Coordination

**Tina Gioffre: 835-70163**

From: Administrative Services Officer Class 6 \$84,257 - \$96,430

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$106,043 - \$114,146

Chief Minister, Treasury and Economic Development, Canberra (PN. 04439) (Gazetted 7 August 2019)

#### Shared Services

#### Strategic Business

#### Portfolio Governance

**Jolina O'Hair: 821-15118**

From: Administrative Services Officer Class 4 \$70,359 - \$76,184



Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Chief Minister, Treasury and Economic Development, Canberra (PN. 23876) (Gazetted 24 July 2019)

### **Education**

#### **Office for Schools**

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

##### **Margaret Hendry School**

##### **Susannah Cooke: 835-36918**

From: School Assistant 2 \$47,563 - \$52,519

Education

To: Administrative Services Officer Class 3 \$63,374 - \$68,204

Education, Canberra (PN. 41314) (Gazetted 22 November 2018)

### **Justice and Community Safety**

#### **ACT Corrective Services**

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

##### **Sentence Management**

##### **Jessica Riddle: 821-01162**

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. 44696) (Gazetted 24 July 2019)

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

#### **City Services**

##### **City Presentation**

##### **Licensing and Compliance**

##### **Darren Gerrard: 735-65635**

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. 00548) (Gazetted 8 August 2019)

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

### **Canberra Health Services**

#### **Canberra Hospital and Health Services**

##### **Ben Cooper: 789-44618**

From: Principal Medical Physics \$184,668 - \$200,827

Canberra Health Services

To: †Chief Medical Physics \$211,793 - \$219,293

Canberra Health Services, Canberra (PN. 26376) (Gazetted 25 July 2019)

#### **Clinical Services**

##### **Anna Glover: 839-25446**

From: Health Professional Level 2 \$65,216 - \$89,528

Health

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

Canberra Health Services, Canberra (PN. 28779) (Gazetted 27 June 2019)

#### **Clinical Services**

**Maria Hernandez: 844-33363**

From: Technical Officer Level 1 \$57,759 - \$60,556

Canberra Health Services

To: Health Professional Level 2 \$65,216 - \$89,528

Canberra Health Services, Canberra (PN. 21288) (Gazetted 16 May 2019)

**Clinical Services**

**Elizabeth Mathew: 834-45397**

From: Registered Nurse Level 1 \$67,078 - \$89,604

Health

To: Registered Nurse Level 2 \$93,151 - \$98,728

Canberra Health Services, Canberra (PN. 40848) (Gazetted 25 July 2019)

**Clinical Services**

**Glen McPherson: 833-45310**

From: Radiation Therapist Level 3.1 \$100,856 - \$104,153

Health

To: †Radiation Therapist Level 4.1 \$121,668 - \$125,693

Canberra Health Services, Canberra (PN. 28832) (Gazetted 31 January 2019)

**ACT Health**

**Health Systems Policy and Research**

**Office of Professional Leadership and Education**

**Office of the Chief Medical Officer**

**Pieta McCarthy: 780-5468**

From: Senior Officer Grade C \$106,043 - \$114,146

Canberra Health Services

To: †Senior Officer Grade B \$124,891 - \$140,596

ACT Health, Canberra (PN. 44321) (Gazetted 23 July 2019)