



ACT Government Gazette

Gazetted Notices for the week beginning 17 October 2019

VACANCIES

Calvary Health Care ACT (Public)01M5G

Medical

Pharmacy

Clinical Pharmacist

Health Professional 2.3-2.9 \$77,356 - \$93,488, Canberra (PN: LP7694)

Gazetted: 23 October 2019

Closing Date: 6 November 2019

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

Reference Number: 10813

Contact Officer: Sheridan Briggs 02 6201 6269 sheridan.briggs@calvary-act.com.au

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

Library

Information & Research Support Manager

Administration Service Officer 6 \$84,257 - \$96,430, Canberra (PN: LP7183)

Gazetted: 23 October 2019

Closing Date: 28 October 2019

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

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

Reference Number: 10757

Contact Officer: Mohsin Rahim 02 6201 6879 Mohsin.Rahim@calvary-act.com.au

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

Facilities

Service Delivery Manager

Administration Service Officer 6 \$84,257 - \$96,430, Canberra (PN: LP9978)

Gazetted: 21 October 2019

Closing Date: 25 October 2019

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

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

Reference Number: 10682

Contact Officer: Luke Douma 02 6201 6303 Luke.Douma@calvary-act.com.au

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

Medical

Palliative Care

CHH

Registered Nurse 2

RN 2.4 \$98,728, Canberra (PN: LP8900)

Gazetted: 21 October 2019

Closing Date: 3 November 2019

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

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

Reference Number: 10849

Contact Officer: Bradley Smith 02 6264 7300 bradley.smith@calvary-act.com.au

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

Medical

Speech Pathology

Speech Pathologist

Health Professional 2 \$69,410-\$89,528, Canberra (PN: LP7336)

Gazetted: 21 October 2019

Closing Date: 3 November 2019

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

Reference Number: 10822

Contact Officer: Rowena Day 02 6201 6718 rowena.day@calvary-act.com.au

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

Critical Care

Emergency Department

Clinical Development Nurse

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: LP7482)

Gazetted: 21 October 2019

Closing Date: 3 November 2019

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

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

Reference Number: 10882

Contact Officer: Ray Hunt 02 6264 7208 Ray.Hunt@calvary-act.com.au

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

Allied Health

Lymphoedema Service

Lymphoedema Physiotherapist/ Occupational Therapist

Health Professional Level 3 \$92,103 - \$97,049, Canberra (PN: LP6879)

Gazetted: 17 October 2019

Closing Date: 27 October 2019

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

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

Reference Number: 10751

Temporary full-time vacancy from 10 February 2020 with possibility of extension and/or permanency

Contact Officer: Elizabeth Webb 02 6201 6190 Elizabeth.Webb@calvary-act.com.au

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

Chief Minister, Treasury and Economic Development

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

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

Economic Development

Executive Branch Manager, Innovation, Investment and Industry

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E891)

Gazetted: 21 October 2019

Closing Date: 28 October 2019

Details: Innovation, Industry and Investment is looking to fill the role of Executive Branch Manager for a period of 2 months, with the possibility of extension, commencing as soon as possible and is seeking expressions of interest for suitable candidates to perform the role.

The successful occupant will be responsible for collaboratively developing and implementing high quality, evidence-based innovation, investment and industry programs, to deliver on the ACT Government's objective of diversifying and strengthening the ACT economy, to create a vibrant community for Canberrans and for people visiting Canberra.

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.

How to apply: Expressions of interest should be no more than 2 pages outlining why you are interested in the role in addition to your experience and/or abilities against the Compliance Requirements outlined in the attached Position Description along with a current Curriculum Vitae (CV). Please email to Kate Starick (kate.starick@act.gov.au).

Applications should be submitted via the Apply Now button below.

Contact Officer: Further information about the position is available from Kate Starick, kate.starick@act.gov.au, (02) 6205 9828

Enterprise Canberra

Active Canberra

Academy of Sport

ACTAS Head of Athletic Performance

Professional Officer Class 2 \$84,257 - \$96,430, Canberra (PN: 15089)

Gazetted: 22 October 2019

Closing Date: 29 October 2019

Details: Sport and Recreation is seeking an enthusiastic and dynamic Athletic Performance Coach to join our ACT Academy of Sport (ACTAS) team as the Head of Athletic Performance. The successful applicant will lead a team of five Athletic Performance Coaches delivering strength and conditioning and rehabilitation services to approximately 150 athletes from a range of Olympic, Paralympic and Commonwealth Games sports. 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: Applicable university qualifications in Sport Science/Physical Education or equivalent. Obtained Australian Strength and Conditioning Association Level 2 Accreditation or in the process of obtaining. ASCA Professional Membership. Proven experience working in a leadership position(s) in a high performance sport environment. Working with Vulnerable People Registration is required (or ability to obtain). For further information on Working with Vulnerable People registration refer to

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Gavin Thornley (02) 6207 4391 gavin.thornley@act.gov.au

Economic Budget and Industrial Relations

Work Safety and Industrial Relations

Injury Management

Senior Rehabilitation Case Manager

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 09021, several)

Gazetted: 21 October 2019

Closing Date: 6 November 2019

Details: If you pride yourself on having exceptional interpersonal skills and significant time-management prowess, then we'd like to hear from you. We are looking for a highly motivated, industrious professional who can communicate with influence and take a client-centric approach to case management. The position of Senior Rehabilitation Case Manager centres on the delivery of high quality and proactive case management and return to work services for the ACT Government. You will provide high-level support and assistance to employees and their workplaces when an employee sustains an injury or becomes ill in the workplace. You will need to demonstrate compassion and resilience, and have a proven record of exercising sound judgment and considered decision-making in complex and sensitive situations. You will have advanced skills in stakeholder engagement, as your ability to establish and maintain strong, productive relationships with internal and external stakeholders is essential. Sophisticated organisational capabilities are a must, as you will effectively manage priorities and meet tight deadlines, day to day. Chief Minister, Treasury and Economic

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

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

How to Apply: Please provide your two-page pitch along with a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessica Smith (02) 6205 9978 JessicaC.Smith@act.gov.au

Shared Services

Payroll and HR Systems

Payroll

Payroll Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 09437, several)

Gazetted: 23 October 2019

Closing Date: 6 November 2019

Details: We are looking for experienced people to work in our Payroll Services team at the ASO4 classification level to deliver effective and accurate payroll services to our customers. To be successful in this role you need to be a team player, value inclusion and diversity, and have excellent communication skills, sound judgement, commitment to continuous improvement and the ability to work with limited direction. You will also be curious, confident in resolving problems and providing clear, constructive and timely advice. If you want to become a payroll professional then we would love you to join our team.

Eligibility/Other Requirements: Knowledge of and experience in the application of legislation relating to employment and conditions and experience in the use of an automated Human Resource Information Management is essential.

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

How to Apply: Please include a personal pitch with your curriculum vitae when submitting your application. Your pitch should be no more than one page demonstrating your experience against key duties and capabilities in the attached position description.

Contact Officer: Amanda L Wilson (02) 6207 1446 amandal.wilson@act.gov.au

Treasury

Commercial Services and Infrastructure

National Arboretum Canberra

Tourism Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 44964)

Gazetted: 17 October 2019

Closing Date: 11 November 2019

Details: The National Arboretum Canberra features 94 forests of threatened, rare and symbolic trees from Australia and around the world that are cultivated for conservation, scientific and educational study, display and preservation. The National Arboretum engages its diverse visitors by providing recreational and educational opportunities, as well as providing scientific research interpretation through public activities including events, programs and guided tours. If you are experienced in tourism, sales and passionate about creating and delivering public tours and programs, possess excellent interpretative and customer service skills and would like to join a positive and energetic team we want to hear from you. The successful applicant will be based at the National Arboretum Canberra and have a strong understanding of Aboriginal and Torres Strait Islander cultures. 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: 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 will be requested. A minimum

of two years tourism industry experience including the creation and delivery of public and educational tours and programs is required. A driver's licence is essential with the ability to obtain a medium rigid commercial bus licence. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: The position includes regular evening and weekend work. This is a permanent position working 73.5 hours per fortnight; the National Arboretum Canberra is open 7 days a week so flexibility around working hours including weekends is required. 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: Applications should take care to address each of the Selection Criteria providing examples that demonstrate your experience in each area, provide a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Christine Callen (02) 6205 4468 christine.callen@act.gov.au

Procurement ACT

Goods and Services Procurement

Sourcing and Supply

Director - Procurement

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 30439, several)

Gazetted: 22 October 2019

Closing Date: 7 November 2019

Details: Procurement ACT is seeking Directors to join the Territory's Sourcing and Supply team. The team manages complex procurement projects and supports the tendering and evaluation process as well as providing support and guidance to Directorate business areas on procurement and contract issues. If you are interested in making a positive contribution across a diverse range of work and are looking to join our team any time in the next 12 months, you are strongly encouraged to apply to this merit pool. 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.

About you: We are seeking a seasoned procurement professional with skills across a range of general areas, such as strategic and analytical thinking, leadership and staff development, project management, communication, negotiation, written and representation skills. You will deal extensively with internal and external stakeholders, be able to quickly form positive relationships, and communicate with influence. As well as the client aspect, the daily workload involves a significant amount of documentation drafting and review across the full procurement lifecycle. The role involves supervising a small team, where you will provide technical expertise and guidance and build their capability. You will lead by example and demonstrate a positive and collaborative work culture with a customer service orientation.

Note: There are currently several positions vacant across the Branch. We are therefore recruiting directly to a merit pool to fill available positions (permanent and temporary) over the next 12 months. Future job offers from the merit pool will be based on the best fit of applicant experience, capability and culture in the context of the broader Branch needs.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Dom Kraljevic (02) 6207 4415 dom.kraljevic@act.gov.au

Access Canberra

Projects, Governance and Support

Workforce Capability

Director, Workforce Capability and Development

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 39272)

Gazetted: 18 October 2019

Closing Date: 1 November 2019

Details: Do you have a passion for development and growth? Can you encourage colour and vibrancy in your environment? Are you a talented gardener in the garden of workforce capability? Access Canberra is looking

for a dedicated and enthusiastic community gardener to be our Director of Workforce Capability and Development. You will be responsible for leading and supporting the ongoing evolution of the workforce and workforce culture to meet the challenge of providing regulatory services to the community and industries across the ACT. Like any good gardener you will understand that different teams and team members require different environments in which to thrive and that growth and development must be carefully nurtured. Planting must be done in the cooler months for the flowers to grow in the summer, and development opportunities should be planned in anticipation of future challenges and requirements. At Access Canberra we believe in celebrating our diversity and the rich spectrum of our experiences, coming together in harmony to create something incredible. You will be working with and on behalf of a wide-ranging workforce. A proven ability and desire to work alongside people is a must in this role. Excellent communication, forward planning and creative problem solving will serve you well as you continue to pave the Access Canberra way. You will visit our 'garden beds' across our Activity Based Workspaces in Woden, Dickson and more. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Access Canberra is an Activity Based Work environment where no one has a designated workstation/desk. Rather where you work, and with who, is governed by the activities being undertaken on a given day. The primary location for this role will be Woden however working from other Access Canberra locations will be necessary as required.

How to Apply: Please see the Position Description for details about the role and responsibilities. Interested applicants should submit their curriculum vitae, the names and contact details for two referees one of whom should be someone you have supervised, 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: Yu-Lan Chan (02) 6205 0319 yu-lan.chan@act.gov.au

Commercial Services and Infrastructure

Property and Venues

Venues Canberra

Executive Officer

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 39419)

Gazetted: 18 October 2019

Closing Date: 25 October 2019

Details: Venues Canberra is responsible for the hosting of events at the Territory's major venues, being Exhibition Park in Canberra, GIO Stadium, Manuka Oval and Stromlo Forest Park; and the management and operation of these venues. The position of Executive Officer works closely with the Executive Branch Manager and the senior management team at Venues Canberra, providing high level executive and business management support services. The successful applicant will have outstanding communications skills required to prepare complex government correspondence, including ministerial briefs and cabinet submissions, and assist in managing various stakeholder relationships. The ability to prioritise, meet deadlines and implement new initiatives will be highly valued as will experience in developing and implementing new policies. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: Duties may include after hours and weekend work. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application, responding to the Selection Criteria in the Position Description, a current curriculum vitae and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Orr (02) 6256 6704 melissa.orr@act.gov.au

Procurement ACT

Goods and Services Procurement

Contracts and Category Management Team

Assistant Director - WhoG Contract Manager

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 03673)

Gazetted: 22 October 2019

Closing Date: 7 November 2019

Details: Procurement ACT is seeking an Assistant Director to join the Territory's whole of government contracting team. You will be responsible for the lifecycle management of a suite of contracts in a small team environment which includes a diversity of activity from research and analysis, procurement strategy and execution, implementation and project management and ongoing contract and performance management. You will also work closely with stakeholders across Government and industry and consequently, will need to have an engaging communication style and strong organisational skills. Experience in a procurement, contract or project environment would be helpful to the role.

Note: A merit pool may be established from this selection process and to fill similar vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

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

Procurement ACT

Goods and Services

Sourcing and Supply

Assistant Director - Procurement

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 27745, several)

Gazetted: 22 October 2019

Closing Date: 7 November 2019

Details: Procurement ACT is seeking Assistant Directors to join the Territory's Sourcing and Supply team. The team manages complex procurement projects and supports the tendering and evaluation process as well as providing support and guidance to Directorate business areas on procurement and contract issues. If you are interested in making a positive contribution across a diverse range of work and are looking to join our team any time in the next 12 months, you are strongly encouraged to apply to this merit pool. 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.

About you: We are seeking an individual with procurement experience and related skills across a range of general areas, such as strategic and analytical thinking, leadership and staff development, project management, communication, negotiation, written and representation skills. You will deal extensively with internal and external stakeholders, be able to quickly form positive relationships, and communicate with influence. As well as the client aspect, the daily workload involves a significant amount of documentation drafting and review across the full procurement lifecycle. The role may involve the supervision of staff, where you will provide technical support and guidance and build their capability. You will lead by example and demonstrate a positive and collaborative work culture with a customer service orientation.

Note: There are currently several positions vacant across the Branch. We are therefore recruiting directly to a merit pool to fill available positions (permanent and temporary) over the next 12 months. Future job offers from the merit pool will be based on the best fit of applicant experience, capability and culture in the context of the broader branch needs.

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

Applications should be submitted via the Apply Now button below.

Economic and Financial Group

Economic and Financial Analysis Branch

Economic and Policy Regulation

Assistant Director

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 04346)

Gazetted: 18 October 2019

Closing Date: 1 November 2019

Details: Do you have great economic analysis skills, enjoy tackling challenging public policy problems, and using your expertise to develop solutions? Then we have the perfect opportunity for you to utilise your skills in a supportive team environment, where you can help contribute to achieving great outcomes for the ACT community.

The Economic and Policy Regulation unit within Treasury is looking for an enthusiastic and committed self-starter, with a demonstrated aptitude for economic policy analysis, and a willingness to tackle challenging and complex issues head on. You will have highly developed economic research, analysis and evaluation skills, with the ability to apply these skills to provide detailed policy advice across a range of policy areas.

Highly developed written and oral communication skills will allow you to successfully contribute to the broader objectives of the organisation, and your ability to tailor advice to suit a range of audiences will allow you to communicate effectively and with influence across a range of mediums.

About Economics and Financial Analysis Branch

Economic and Financial Analysis Branch provides economic advice on issues of high priority for the ACT Government, including tax and revenue reform, competition and regulatory policy, and for key policy areas including water, energy and climate change, parking and transport policy. We take a central agency role, working across government and with other jurisdictions and levels of government.

Key functions of the Economic Policy and Regulation Unit's include:

providing economic advice across a range of competition, regulatory and productivity related policy areas; undertaking research and providing economic advice and analysis on sectoral policy matters, for key sectors such as electricity, gas, petrol, water, waste, renewable energy, climate change, parking and transport; providing advice across Government in relation to the application of the ACT's competitive neutrality policy; providing guidance and advice in relation to efficient and effective regulation policy across government, including on the development of Regulatory Impact Statements; representing the Agency on a range of ACT Government and interjurisdictional working groups; providing significant input and undertaking economic analysis to support the ACT Budget process; and providing administrative, procurement and secretariat support for relevant activities.

(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: Degree qualified in Economics/Commerce/Business/Finance preferred. A demonstrated understanding of economic modelling principles and cost benefit analysis is desirable.

Note: This is a temporary vacancy available for 9 months, with a possibility of extension to 12 months. An order of merit may be established from this selection process to fill any future identical vacancies over the next 12 months. The directorate's classification schedules are available at [this link](#). Selection may be based on written application and referee reports alone.

How to apply: Interested applicants are asked to send a copy of their resume; contact details of two referees and an Expression of Interest of up to two pages addressing the selection criteria (including key examples).

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Smith (02) 6207 6128 matthewc.smith@act.gov.au

Corporate

People and Capability

Organisational Development

Assistant Director

Senior Officer Grade C \$106,043-\$114,146, Canberra (PN: 41798)

Gazetted: 18 October 2019

Closing Date: 1 November 2019

Details: The Organisational Development Team within the People and Capability Branch, Chief Minister, Treasury and Economic Development (CMTEDD) Corporate is seeking a dynamic and self-motivated individual who is committed to building organisational capability in combination with fostering a diverse and inclusive workplace culture. The People and Capability Branch supports the Directorate through the provision of a broad range of strategic human resource management functions. The successful applicant in partnership with executives, key stakeholders and staff will be responsible for developing, implementing and monitoring diversity and inclusion initiatives that support Directorate and Whole of Government objectives. Key initiatives include the Directorate Reconciliation Action Plan (RAP) and progression of staff networks. To be successful in this role you require well-developed communication and stakeholder management skills, demonstrated ability to see projects through to completion and achieve quality results in a fast-paced

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

Eligibility/Other Requirements: Qualifications in Human Resources and/or Organisational Development is highly desirable.

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

How to Apply: To apply please submit a two-page pitch and copy of your curriculum vitae demonstrating your experience and suitability to perform the role. Your pitch should include relevant examples that demonstrates the Technical and Behavioural capabilities set out in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maggie Drejer-White (02) 6207 4897 maggie.drejer-white@act.gov.au

ACT Health

Health Systems, Policy and Research Centre for Health and Medical Research Executive Office Assistant Director, Research Operations and Collaborations Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 23935)

Gazette Date: 22 October 2019

Closing Date: 29 October 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; 1. Effective translation from fundamental science to the clinic; 2. Grow, support and maintain the next generation of health and medical researchers; 3. Innovation and improvement of the health system through high quality health service and clinical research; 4. Growing and unlocking the health opportunities with data science and 5. Improve the investment opportunities for ACT Health innovations. As the Assistant Director, Research Operations and Collaborations, you will be highly motivated, independent thinker and a team player. We are looking for an experienced person who has a wide range of HR and budget management experience, managing academic secondments and providing high level advice to the Executive team. It is expected that the Assistant Director will co-ordinate and manage collaborative partnerships, intellectual property and contracts with our academic partners. The suitable candidate will be Secretariat for various committees as directed by Executive, and have the ability to work collaboratively within the Centre for Health and Medical Research to achieve its aims and goals by using project management skills. You will provide extensive support the Centre for Health and Medical Research transition toward a new service delivery model.

Eligibility/Other Requirements: Mandatory: At least three years work experience within a health research environment managing HR, Contracts and Partnerships. 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

Policy, Partnerships and Programs

Health Policy and Strategy

Senior Policy Officer, Royal Commission into Institutional Responses to Child Sexual Abuse

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 45004, several)

Gazette Date: 18 October 2019

Closing Date: 25 October 2019

Details: The ACT Health Directorate is looking for two extraordinary people to fulfil the roles of Senior Policy Officer, Royal Commission into Institutional Responses to Child Sexual Abuse. The officers will work towards

implementing the recommendations from the Royal Commission into Institutional Responses to Child Sexual Abuse. This is a significant task which will include reviewing international responses to establishing a child safe organisation, writing a child safe framework for the health service, working with specialists in child wellbeing, and implementing the Health related recommendations. If you are interested in this work you will need excellent skills in analysis, policy development, and consultation. Please note, due to the subject matter, this work can sometimes be confronting. The team you will be working in are familiar with this work and are supportive. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: These positions are being re-advertised without the mandatory qualification requirement. Previous applicants do not need to reapply as they will be considered in this recruitment round. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit a two-page response to the Selection Criteria and a current curriculum vitae. *Applications should be submitted via the Apply Now button below.*

Contact Officer: Marilynne Read (02) 5124 9748 marilynne.read@act.gov.au

Health System Planning and Evaluation

Commissioning Funding and Performance Analyst

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 45488)

Gazette Date: 21 October 2019

Closing Date: 4 November 2019

Details: Are you a self-driven individual who likes a challenge? Are you passionate about the delivery of health services? Do you enjoy engaging with a wide range of stakeholders to find innovative solutions to complex problems? Do you possess the skills to accurately assess qualitative and quantitative data, including in a health context? If yes, there is an exciting opportunity to join the ACT Health Directorate's Commissioning team. The successful applicant will provide analytical advice to shape health service delivery in the region using a solid understanding of health data, performance monitoring and stakeholder management capabilities. The successful applicant will work in the team responsible for the development and implementation of innovative health funding models. 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.

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.

How to Apply: Applications must include a written response to the Selection Criteria, no more than three pages, outlining your experience and/or ability along with your current curriculum vitae.

Contact Officer: Margaret Stewart (02) 5124 9420 margaret.stewart@act.gov.au

Health Systems, Policy and Research

Centre for Health and Medical Research

Executive

Executive Assistant

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 45376)

Gazette Date: 23/10/2019

Closing Date: 30 October 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.

The Centre for Health and Medical Research is seeking an enthusiastic and knowledgeable Executive Assistant with proven experience at the executive level to join the team. The team is fast paced and in-tune with matters from across the portfolio. In this position you will work within the wider executive team, reporting to the Executive Group Manager and Executive Branch Manager. The position is required to manage the day-to-day operations of the Office, including diary management and coordination, management of all Ministerial and correspondence, minute taking, meeting requests and stakeholder management and liaison.

Eligibility/Other Requirements:

Mandatory:

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

Note: Selection may be based on 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

Corporate and Governance

Governance and Risk

Internal Audit

Internal Audit Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 22781)

Live Date: 18 October 2019

Close Date: 1 November 2019

Details: The ACT Health Directorate is looking for a motivated individual with a commitment to continuous improvement and effective governance. As a valued member of our team, your role will be to support the development and management of a risk based internal audit program and provide secretariat support to the Audit and Risk Management Committee (ARMC). You will assist in the management of the contracted internal audit providers; build and maintain professional relationships across the Directorate and ARMC members; and maintain the internal audit and ARMC charters and guidance material. There will also be opportunities to contribute to the broader governance responsibilities of the Branch (including compliance and risk related activities).

Eligibility/Other Requirements: Demonstrated experience in internal audit and/or committee secretariat would be highly desirable but is not a requirement. Successful candidates will be required to undergo a pre-employment National Police check.

How to Apply: Applicants are asked to provide a written response addressing each of the Professional/Technical Skills and Knowledge and Behavioural Capabilities identified in the 'What you Require' section of the Position Description. Applicants are also asked to provide a current curriculum vitae and provide the names and contact details of two referees. Referees will not be contacted without your prior approval.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cameron Smith (02) 5124 9967 cameronj.smith@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

Children , Youth and Families

Child and Youth Protection Services

Cultural Services

Family Group Conference Facilitator

Child and Youth Protection Professional Level 3 \$97,103 - \$102,049 (up to \$106,862 on achieving a personal upgrade), Canberra (PN: 07366)

Gazetted: 18 October 2019

Closing Date: 4 November 2019

Details: The Family Group Conference Facilitator is responsible for the management and facilitation of Family Group Conferences for Child and Youth Protection Services. This will be done through working in collaboration with Case Managers, children, young people, their families and relevant agencies. The position will be required to work closely with all people involved in the Family Group Conference process to ensure a structured and supportive approach is undertaken. This will enable families to address issues and concerns raised by Child and Youth Protection Services and enable them to identify their own family plan to move forward with the child's needs always being the primary focus. The role requires compliance with the relevant provisions of the *Children and Young People Act 2008* and other legislation to consider the child protection issues and determine outcomes in the best interests of children and young people.

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. Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. Experience in facilitation of groups / Mediation i.e. training, chairing meetings, group counselling sessions. Proficiency in Aboriginal and Torres Strait Islander culture. At least 3 years practice experience working with children, young people and their carers or families. Current driver's licence. Diploma or relevant tertiary qualifications in Human Services or Community Services is highly desirable.

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

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: Maria Kanellopoulos (02) 6207 6968 maria.kanellopoulos@act.gov.au

Housing ACT

Executive, Government and Engagement

Executive Assistant

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 39762, several)

Gazetted: 21 October 2019

Closing Date: 28 October 2019

Details: The Executive, Government and Engagement team at Housing ACT has two great opportunities available. An Administrative Services Officer Class 5 Executive Assistant position is to be filled on a permanent basis along with a second Administrative Services Officer Class 5 Executive Assistant position available for up to six months with the possibility of extension and/or permanent filling. The Executive Assistants play a vital role within the Executive, Government and Engagement team providing high level support to the Executive Group Manager and three Executive Branch Managers. The roles include managing diaries and coordinating daily meeting papers, providing secretariat support for senior leadership meetings and executive travel and accommodation. The roles also provide support in tracking and progressing ministerial briefings and correspondence. If you are looking for a great team environment where achieving excellence is what you are about, and have demonstrated experience in working in a fast paced, and at times high pressure environment, we would love to receive an application from you. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. Eligibility/ Other Requirements:

Essential qualifications and experience:

Demonstrated experience of providing high level administration support to a team of executives.

Demonstrated understanding and working knowledge of working in a ministerial services team.

Sound knowledge and experience in using TRIM.

This position does not require a Working with Vulnerable People Check.

Note: There are two positions available one permanent and one temporary up to six months with the possibility of extension and/or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be based on application and referee reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months.

How to Apply: Please provide a current curriculum vitae and a two page pitch outlining your suitability against the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Boljkovac (02) 6207 5105 kate.boljkovac@act.gov.au

Corporate Services

Finance and Budget

Finance Manager

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 07754)

Gazetted: 18 October 2019

Closing Date: 1 November 2019

Details: Community Services Directorate (CSD) is seeking the services of an experienced accountant to lead the Financial Reporting Team within the Directorate. CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements: Experience in a financial management role, including the delivery of financial statements, audits or financial management support to a number of business areas; Relevant tertiary qualifications in accounting highly desirable; and strong leadership and communication skills. Desirable, but not essential, membership of professional accounting body.

Note: This position will be moving to a new workplace designed for activity-based working (ABW) in 2020.

Under ABW arrangements, officers will not have a designated workstation/desk.

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

Applications should be submitted via the Apply Now button below.

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

Cultural Facilities Corporation

Canberra Theatre Centre

Marketing

Assistant Marketing Manager/Publicist

Administrative Services Officer Class 4/5 \$70,359 - \$82,771, Canberra (PN: 3508)

Gazetted: 21 October 2019

Closing Date: 4 November 2019

Details: Want to work in the best publicity job in Canberra? We're looking for an enthusiastic PR professional or journalist to join the dynamic team at Canberra Theatre Centre for one year as a maternity leave cover. In this position you'll run PR and marketing campaigns for some of the biggest names in the Performing Arts industry. You should have a degree in PR, Communications, Marketing or Journalism, great interpersonal skills and a high level of organisation. Great writing, editing and proof reading skills are a must! However, this role is more than just PR. In addition to being the point person for all media, you will also look after all promotions, elements of social media and several marketing campaigns for the various productions that are presented at the theatre. CTC is a busy, dynamic venue hosting more than 250 events each year. Much more than just another marketing/comms positions, this is one of the best PR opportunities in Canberra. This is a temporary contract for up to 12 months..

Eligibility/Other Requirements: Degree in Marketing, Media, Communications or Journalism is essential

Note: Applicants must submit a CV and a written statement addressing the selection criteria.

Contact Officer: Gabrielle Affleck 02 6243 5743 jennier.morris@act.gov.au

Canberra Theatre Centre

Marketing

Marketing Coordinator, Social Media

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 3506)

Gazetted: 21 October 2019

Closing Date: 5 November 2019

Do you live and breathe the entertainment industry, live music and social media?

Are you a digital native with a knack for great content? Here is your chance to work in Canberra's busiest entertainment venue. The Canberra Theatre Centre is seeking a Marketing Coordinator for its Social Media/Digital team. To be considered, you need experience using Facebook and Instagram, whilst being a fast learner of emerging platforms and have a marketing background. This is a fast-paced role with shifting deadlines that involves creating daily pictorial and video content using a camera, Adobe Creative Suite and your own imagination. You will be the digital face of the company so a positive and engaging personality is a must.

Eligibility/Other Requirements: Photography skills is a plus Experience with in-venue screen management software is a plus Previous experience in the performing arts or live entertainment industry a benefit.

Note: Applicants must submit a CV and a written statement addressing the selection criteria. 1 year temporary contract with the possibility of a further contract or ongoing employment.

Contact Officer: Jennifer Morris 02 6243 5706 jennifer.morris@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

Service Design and Delivery

Executive Branch Manager, Occupational Violence and Complex Case

Executive Level 1.2 \$221,815 - \$230,275 depending on current superannuation arrangements, Canberra (PN: E1117)

Gazetted: 21 October 2019

Closing Date: 4 November 2019

Details: The Executive Branch Manager (EBM) OV and Complex Case Management is a key leadership role in the Directorate and across ACT Government. The EBM has responsibility for the wellbeing of students in the ACT Education system demonstrating challenging and complex behaviours and provides strategic leadership in the development and delivery of case coordination and school support services including allied health, workforce occupational therapy, psychologists, speech therapists and a service offering package to assist schools in developing and training their workforce.

The EBM reports to the EBM Student Engagement and is a member of the Groups Corporate Executive team. The position has day to day reporting obligations to the EBM Student engagement to ensure a consistency in approach across all student facing support services.

The position requires a person with exceptional leadership and executive management skills including expertise in policy development and advice to Government. Ideally, the successful candidate will have demonstrated experience leading a diverse allied health professional workforce and be capable of leading a team of senior clinicians.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees.

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

How to Apply: Interested candidates should submit a 1-2 page expression of interest, outlining what they could contribute to this critical role in the acting period, details of two referees, a current curriculum vitae and confirmation of their availability. All expressions of interest should be submitted to Mr Ross Hawkins via email ross.hawkins@act.gov.au by Monday, 4 November 2019.

Contact Officer: Further information about the position is available from Ross Hawkins, ross.hawkins@act.gov.au, (02) 6207 0632.

Business Services

Infrastructure and Capital Works

Repairs and Maintenance

Project Officer

Infrastructure Officer 2 \$84,359 - \$97,055, Canberra (PN: 45486, several)

Gazetted: 17 October 2019

Closing Date: 31 October 2019

Details: The Education Directorate is seeking an experienced Project officer to join a highly skilled and diverse team in the Repairs and Maintenance team of the Infrastructure and Capital Works Branch. The successful applicant will manage the planning and delivery of minor works in schools and assist schools with their asset management obligations. Good oral and written communication skills, project management experience (including financial management) and the ability to work within a flexible team and also independently will be required in this role. This role requires a high degree of self management and the ability to juggle multiple projects. The ACT Public Service supports workplace diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with a disability, culturally diverse people and those who identify as LGBTI are encouraged to apply.

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

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804; a current drivers licence, building knowledge or project management experience; a white card (or ability to obtain) and Asbestos Awareness Training (or ability to obtain).

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

How to Apply: Please address Selection Criteria using no more than 250 words per criteria, outlining your relevant skills, knowledge and experience. Applicants are also asked to provide a current curriculum vitae and provide the names and contact details of two referees. Referees will be contacted only with your prior approval.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ilona Wickham (02) 6207 0071 ilona.wickham@act.gov.au

School Performance and Improvement

Belconnen Network

Miles Franklin Primary School

Executive Teacher

School Leader C \$122,856, Canberra (PN: 08962)

Gazetted: 23 October 2019

Closing Date: 6 November 2019

Details: An opportunity exists for an Executive Teacher to work in an authorised International Baccalaureate (IB) World School delivering the Primary Years Programme (PYP). Experience and/or a commitment to working in an IB school will be looked upon favourably. There are collaborative responsibilities for: Improving literacy and numeracy outcomes for children; Improving social and emotional learning outcomes for children; Leading the management of the school. Specific responsibilities: Team leadership, coaching and mentoring of the Year One and Two Teams; Coordination of the Social Emotional Learning Program and Arts coordination.

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

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

Note: This is a temporary position available from 4 November 2019 until 17 July 2020.

How to Apply: Please provide a curriculum vitae and two page written response outlining your capabilities regarding the following three professional practices outlined in the School Leader Capability Package:

Professional Practice 1: Leading teaching and learning. Professional Practice 3: Leading improvement, innovation and change. Professional Practice 5: Engaging and working with the community.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chris Jones (02) 6142 2770 chris.jones@ed.act.edu.au

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

School Performance and Improvement

Tuggeranong Network

Namadgi School

Executive Teacher - Secondary Learning Support Unit

School Leader C \$122,856, Canberra (PN: 45415)

Gazetted: 22 October 2019

Closing Date: 5 November 2019

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

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

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

Applications should be submitted via the Apply Now button below.

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

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

Environment, Planning and Sustainable Development

Environment

Parks and Conservation Service

Parks Reserves and Rural Land

Wildlife Project Officer

Technical Officer Level 2 \$62,521 - \$71,593, Canberra (PN: 09892, several)

Gazetted: 21 October 2019

Closing Date: 6 November 2019

Details: The ACT Parks and Conservation Service (PCS) is seeking dynamic and experienced team players to contribute to wildlife conservation initiatives at Tidbinbilla Nature Reserve (TNR). Tidbinbilla Nature Reserve's Threatened Species Program focuses on the recovery of threatened species through innovative breeding programs, conservation research, and education. Currently, there are three active recovery programs, Northern Corroboree frogs, Southern Brush-tailed Rock-wallabies, and Eastern Bettongs. In addition, the wildlife program aims to educate the public and protect endemic wildlife by providing > 100 ha of feral predator-free habitat to a range of species. In 2019, a new 120ha free-range predator-free area is will be constructed to expand the Southern Brush-tailed Rock-wallaby program and provide more protected area for new threatened species programs. Project officers contribute to the delivery of a diverse range of threatened species projects with multiple stakeholders and significant public engagement and visitor interaction themes. The positions are outcome focused but also have an emphasis on teamwork and flexibility. 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: Qualifications in Biology, Natural Resource Management, Environmental Science or similar are highly desirable. The successful applicant will be required to undertake incident management duties, work a shift roster and wear a uniform. Manual driver's licence is required.

Notes: This is a temporary position available up to 12 months with the possibility of extension and/or permanency. A merit pool will be established from this selection process and may be used to fill temporary vacancies, up to 5 years, 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 of no more than two pages, addressing the Selection Criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer Pierson (02) 6205 3880 jennifer.pierson@act.gov.au

Suburban Land Agency

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

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

Program Solutions

Marketing

Assistant Director - Marketing

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 08020)

Gazetted: 21 October 2019

Closing Date: 30 October 2019

Details: The Suburban Land Agency is seeking an experienced Marketing Manager to join a team providing services in the marketing of our Greenfield estates, urban redevelopment sites and the Suburban Land Agency corporate brand. This is a unique and challenging role will see you providing a range of marketing services, including:

identifying and developing strategic marketing and business planning activities in collaboration with other Suburban Land Agency teams;

being creative and leading new concept ideas, for the purpose of brand awareness, achieving sales results and marketing thought leadership;

developing and executing cross channel campaigns to drive consumer awareness and engagement;

overseeing the implementation of marketing activities for a range of projects, including managing external stakeholders such as creative and media agencies; providing advice, negotiating, liaising and consulting with a broad range of internal stakeholders to ensure cross-functional input into plans, budgets and project management to deliver quality outcomes.

You will also have a role in supporting the delivery of a new corporate branding campaign that will drive an increased awareness of the Agency and its role in delivering '*Great places, where communities thrive*'.

Eligibility/Other requirements: Qualifications in marketing, events, business support or a related discipline and/or substantial commercial real estate marketing or government marketing experience. Experience working on the planning and delivery of digital marketing campaigns. Driver licence class C. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Notes: This is a temporary position available immediately up until the 30 June 2020 with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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 response of two pages, contact details for at least two referees and a current curriculum vitae. The response should be written in the form of a pitch, provide evidence of your

capacity to perform the duties and responsibilities (what you will do and what you require). Your pitch should also outline why you believe you are the best person for the role. Applications should be submitted via the Apply Now button below. Contact Officer: Josie Khng (02) 6207 3079 josie.khng@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

ACT Corrective Services

Community Corrections and Release Planning

Sentence Administration Section

Senior Sentence Administration Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 14164)

Gazetted: 22 October 2019

Closing Date: 5 November 2019

Details: A challenging and genuinely rewarding career opportunity has emerged within ACT Corrective Services (ACTCS) for a highly motivated, values-driven professional to join Community Corrections and Release Planning as a Senior Sentence Administration Officer. The Senior Sentence Administration Officer will be responsible for the timely and accurate administration of detainee sentences, work closely with internal and external stakeholders to administer sentence calculations and clarifications. You will also administer the interstate and international transfer of prison sentences, parole orders and community-based sentences. The successful applicant will work in close partnership with internal and external stakeholders including Custodial Operations, Court Registry and the Department of Public Prosecutions. Further to this, you will create and distribute reception and discharge lists to facilitate timely processing of discharges and receptions. To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate a high level of analytical and organisational skills. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements:

A full 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.

The successful candidate may be required to undergo a National Police check.

Note: This is a temporary position available immediately for six months with a possibility of extension. Please note you will work in any location within ACT Corrective Services as required, including, but not limited to the court complex and the Alexander Maconochie Centre.

How to Apply: Applicants are required to submit: 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); 4) a copy of your current driver's licence and 5) a copy of your Working with Vulnerable People card. Please ensure you submit all five items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jenny West (02) 6205 3478 jenny.west@act.gov.au

ACT Corrective Services

Community Corrections and Release Planning

Community Operations

Probation and Parole Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 11783, several)

Gazetted: 23 October 2019

Closing Date: 20 November 2019

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for a highly motivated, values-driven professional to join Community Corrections and Release Planning as a Probation and Parole Officer (PPO). A career as a PPO is unlike any other in the public service and is challenging and genuinely rewarding. In collaboration with offenders, you will be required to assess, develop, implement and monitor case management plans that aim to reduce the potential for reoffending. You will also be required to carry out home visit assessments and supervise and monitor offenders living in the community, as well as advise and direct offenders to appropriate community based offender management programs. As a PPO you will be required to provide written and verbal reports to the Courts and releasing authorities in relation to offender management, risk assessment and intervention. To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate a high level of analytical and organisational skills. A capacity to meet critical deadlines is essential. Whilst experience in working with offenders and relevant tertiary qualifications are highly desirable, as is case management experience, we are interested in hearing from people from a variety of backgrounds. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Experience working with offenders and relevant tertiary qualifications are highly desirable. Eligible candidates will be required to undergo a National police check. A Certificate IV in Correctional Practice or the ability to achieve this qualification within 12 months of commencing employment. Must complete designated ACTCS PPO suite of training programs within 12 months of commencing employment. Applicants may be required to undertake psychological aptitude testing as part of the assessment process. A current driver's licence, and a willingness/ability to drive within ACT, is essential. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: There are permanent and temporary positions available.

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: Peter Kenna (02) 6207 1560 peter.kenna@act.gov.au

ACT Emergency Services Agency

Risk and Planning

Digital Services

Digital Services Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 34781)

Gazetted: 23 October 2019

Closing Date: 6 November 2019

Branch Overview

The Risk and Planning Business Unit encompasses a number of key ESA support functions including Emergency Management, the ESA Triple Zero Communications Centre (ComCen), Territory Radio Network, Spatial Services, Risk, Digital Services, Information and Communication Technology (ICT) and Fire Safety. The various units within the Risk and Planning portfolio work in a collaborative manner providing specialist support to the Commissioner, the four operational services of the ESA, the wider Justice and Community Safety Directorate and external agencies.

Digital Services Overview

The Digital Services team delivers a diverse and cohesive range of user focused and technically efficient online applications and support on behalf of the ESA and across the Directorate of Justice and Community Safety (JACS). The team is responsible for maintenance, support and development of internal and external facing online applications and coordination of website and intranet platform updates. Team members enable digital collaboration, future optimising and modern technology-based problem solving in a highly responsive and professional environment. We also provide technical and specialist advice on digital content creation and review for all JACS digital frameworks, policies and portals and maintain responsibility for administration of the Directorate's cloud hosting environment.

Position Overview

The Digital Services Officer plays a key role in coordinating and uploading content to directorate websites and SharePoint site, as well as the basic administration of these sites including permission management and governance. The position also collaborates with a range of internal and external stakeholders to design and produce graphic design products for the ESA and service sites. This is a rare opportunity to utilise your digital services experience by joining a fast paced, dynamic team using the latest digital and design software to directly support the front line emergency services and the wider Justice and Community Safety (JACS) Directorate. This position will take an important role in coordinating and uploading content to JACS Directorate websites and SharePoint sites. The successful applicant will also undertake graphic design work and basic development and administration of the Directorate's website and intranet sites, including permission management, governance and structure. The successful applicant will also assist with the delivery of the Directorate's digital, design and traditional communications products. Suitable applicants would possess interpersonal, negotiation and communication skills of a high order. This is a service focused role coordinating and resolving user requests in collaboration with other team members.

Eligibility/Other Requirements:

Relevant tertiary qualifications in web applications, graphic design or similar is highly desirable;
Experience with Drupal CMS; and
Experience with Microsoft Office 365 suite and SharePoint Online.

Note: This is a temporary position available from 11 November 2019 until 8 May 2020 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. All enquiries regarding the role should be directed to the Contact Officer.

How to Apply: Please provide a personal pitch of no more than two pages providing examples of your achievements, experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description, your curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andy Tripathi (02) 6205 3034 andy.tripathi@act.gov.au

ACT Corrective Services

Community Corrections and Release Planning

Sentence Administration Section

Administration Support Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 13678)

Gazetted: 23 October 2019

Closing Date: 6 November 2019

Details: ACT Corrective Services (ACTCS) is seeking a motivated and conscientious person to fill the position of Administration Support Officer within the Sentence Administration Section. The Administration Support Officer will be responsible for the timely and accurate administrative functions within the Sentence Administration and Classification team. The successful candidate will work closely with internal and external stakeholders to administer court orders including; sentence calculations and sentence clarifications, and to administer the interstate and international transfer of prison sentences, parole orders and community-based sentences. You will establish and maintain accurate and up to date offender files including, conducting audits and monitoring for missing documents and instigating action to receive said documents. You will also calculate sentences, facilitate email and phone communication and prepare meeting minutes. To be successful, you will have the ability to think and act in a busy environment, possess excellent communication skills and a demonstrated ability to manage personal work priorities. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements: Experience in the Justice System or Correctional experience is highly desirable. The successful candidate may be required to undergo a National Police check.

How to Apply: Applicants are required to submit three 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). Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jenny West (02) 6205 3478 jenny.west@act.gov.au

ACT Corrective Services

Community Operations and Release Planning

Community Operations

Team Leader, Community Operations

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 47587, Several)

Gazetted: 23 October 2019

Closing Date: 8 November 2019

Details: ACT Corrective Services (ACTCS) is pleased to offer an opportunity for an experienced individual to join Community Corrections and Release Planning as a Team Leader. A career in ACTCS is unlike any other in the public service and is challenging and genuinely rewarding. You will be required to have demonstrated people management skills, strong communications skills and an eye for attention to detail. You will also be required to have an understanding of case management practices within the criminal justice setting, a willingness to work with offenders as well as an understanding of victim issues and community safety. As a Team Leader, Community Corrections and Release Planning, you will lead and manage a team of professionals, providing guidance, training and advice on case management practices. You will therefore have experience in mentoring individuals and motivating teams. You will also be composing and editing complex written material, as well as ensuring the provision of high quality written and verbal advice to Courts and releasing authorities. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements:

Demonstrated experience in working with offenders in the criminal justice system would be a distinct advantage.

The successful candidate will be required to undergo a National Police check.

Current driver's licence is essential.

Relevant tertiary qualifications or management experience would be an advantage.

Certificate IV in Correctional Practice is desirable.

Eligible applicants may be required to undertake psychological aptitude testing as part of the assessment process.

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

Notes: There is one permanent and two temporary positions available for a period of up to six months with the possibility of extension.

How to Apply: To apply, applicants are required to submit the following 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

Emergency Services Agency

People, Culture and Training

ESA Training

Assistant Director Quality and Curriculum

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 10969)

Gazetted: 22 October 2019

Closing Date: 5 November 2019

Details: Are you a passionate, dedicated and forward thinking training manager? Have you got a breadth of experience in the fun and games that is Registered Training Organisation (RTO) compliance? Are you excited about working with a diverse range of clients to assist in the design and development of high-quality training materials? Then the role of Assistant Director Quality and Curriculum could be for you! The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment,

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

Eligibility/Other Requirements: Experience in the Vocational Education and Training (VET) environment is mandatory for this role. Applicants must hold a Diploma level qualification in Vocational Education and Training (or higher) or be working towards it. Driver's licence is essential.

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

Applications should be submitted via the Apply Now button below.

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

Major Projects Canberra

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

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

SPIRE Project Team

Executive Branch Manager, Design Director

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E1115)

Gazette Date: 21 October 2019

Closing Date: 8 November 2019

Weeks to Close: 2

Executive Branch Manager – Design Director – SPIRE

Deliver exceptional design management outcomes

Lead and collaborate with multiple stakeholders

Harness expertise to achieve effective project design outcomes

Major Projects Canberra is an ACT Government directorate which has responsibility for directing and managing all aspects major projects invested in by the ACT Government. One of these major projects is the Surgical Procedures, Interventional Radiology and Emergency (SPIRE) project. Major Projects Canberra leads a whole of government effort in delivering the project.

The SPIRE project team is responsible for the planning and delivery of a new acute services building on the Canberra Hospital campus. At over \$500 million, the Surgical Procedures, Interventional Radiology and Emergency (SPIRE) project represents the largest single investment in the Canberra Hospital and will create a future-proofed acute services building around which future developments on the campus will be planned. The SPIRE Project Team will lead, in close consultation with Canberra Health Services and other key stakeholders, the planning, procurement and delivery of this significant project.

The Executive Branch Manager, Design Director, is one of the key roles within the Surgical Procedures, Interventional Radiology and Emergency (SPIRE) project team responsible, in liaison with the Chief Projects Officer and Project Director, for the execution of design deliverables across the project delivery. The role requires building and owning strategic relationships with, working collaboratively with, and advising the highest levels of ACT industry and government, including ACT Cabinet, individual Ministers, Directors-General, the SPIRE Project Board, peak industry bodies, leading ACT businesses and organisations, Commonwealth representatives, senior ACTPS executives, advisors and others.

The Executive Branch Manager, Design Director, will provide strategic, and technical leadership within a dynamic, high profile and high-pressure working environment. Candidates will be visionary, strategic thinkers with demonstrable capabilities in organisational leadership, good governance, financial management, and demonstrated project design leadership. To satisfy the demands of this role, candidates will need to have extensive experience at an executive level with proven ability to balance commercial, design management and stakeholder objectives within a highly complex and diverse environment.

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

Enquiries and requests for an information pack can be made to Matthew Smee – Managing Consultant - Hudson Global Resources Canberra on 02 6229 1522 or email matthew.smee@hudson.com.

Applications close on cob 8 November 2019.

Your application will be treated in the strictest of confidence.

Light Rail

Executive Branch Manager, Technical Development

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E865)

Gazette Date: 21 November 2019

Closing Date: 8 November 2019

Executive Branch Manager – Technical Development – Light Rail

Deliver exceptional technical development outcomes

Lead and collaborate with multiple stakeholders

Harness expertise to achieve effective project outcomes

Major Projects Canberra leads the whole of government efforts in delivering the Transport Canberra Light Rail project, and represents the Territory in the Project Agreement. To deliver this crucial project a number of critical activities need to be managed including: reference design and procurement of the infrastructure; contract management of PPP through delivery and operations; and exceptional community engagement, and communications regarding the project.

The Executive Branch Manager, Technical Development will work collaboratively with the Project Director, Chief Projects Officer and Project Board, Major Project Canberra executives, and other executives across the ACTPS, and key government and non-government stakeholders. The executive provides leadership on the design issues, technical issues and processes for the Light Rail project and technical assistance as required to other Capital Works projects across the Directorate. Reporting to the Project Director for Light Rail, the Executive Branch Manager is responsible for the carriage of Technical Special Projects within the Directorate. The Executive Branch Manager, Technical Development, will provide strategic, and technical leadership within a dynamic, high profile and high-pressure working environment. Candidates will be visionary, strategic thinkers with demonstrable capabilities in organisational leadership, good governance, financial management, and demonstrated project management leadership. To satisfy the demands of this role, candidates will need to have extensive experience at an executive level with proven ability to balance design, commercial, technical engineering management and stakeholder objectives within a highly complex and diverse environment.

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

Enquiries and requests for an information pack on the can be made to Matthew Smee – Managing Consultant - Hudson Global Resources Canberra on 02 6229 1522 or email matthew.smee@hudson.com.

Applications close on cob 8 November 2019.

Your application will be treated in the strictest of confidence.

SPIRE Project Team

Executive Branch Manager, Delivery Director

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E1114)

Gazette Date: 21 November 2019

Closing Date: 8 November 2019

Executive Branch Manager –Delivery Director – SPIRE

Deliver exceptional project management outcomes

Lead and collaborate with multiple stakeholders

Harness expertise to achieve effective project delivery outcomes

Major Projects Canberra is an ACT Government directorate which has responsibility for directing and managing all aspects major projects invested in by the ACT Government. One of these major projects is the Surgical Procedures, Interventional Radiology and Emergency (SPIRE) project. Major Projects Canberra leads a whole of government effort in delivering the project.

The SPIRE project team is responsible for the planning and delivery of a new acute services building on the Canberra Hospital campus. At over \$500 million, the Surgical Procedures, Interventional Radiology and Emergency (SPIRE) project represents the largest single investment in the Canberra Hospital and will create a future-proofed acute services building around which future developments on the campus will be planned. The SPIRE Project Team will lead, in close consultation with Canberra Health Services and other key stakeholders, the planning, procurement and delivery of this significant project.

The Executive Branch Manager, Delivery Director, is one of the key roles within the Surgical Procedures, Interventional Radiology and Emergency (SPIRE) project team responsible, in liaison with the Chief Projects Officer and Project Director, for the execution of the project delivery and commissioning stages of the SPIRE project. This role will lead a team of project managers and consultants tasked with ensuring that the construction of the SPIRE Project is achieved in full compliance with the technical contract requirements and to the highest standards of quality. In addition, the Executive Branch Manager, Project Delivery Director will have primary responsibility for ensuring that all stages of construction are delivered in accordance with contract requirements and with best safety practices for the benefit of construction workers, the public, and staff at the hospital.

The Executive Branch Manager, Delivery Director, will provide strategic, and technical leadership within a dynamic, high profile and high-pressure working environment. Candidates will have demonstrable capabilities in construction and contract management, organisational leadership, good governance, financial management, and demonstrated project management leadership. To satisfy the demands of this role, candidates will need to have extensive experience at an executive level with proven ability to balance construction, commercial, project management and stakeholder objectives within a highly complex and diverse environment.

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

Enquiries and requests for an information pack on the can be made to Matthew Smee – Managing Consultant - Hudson Global Resources Canberra on 02 6229 1522 or email matthew.smee@hudson.com.

Applications close on cob 8 November 2019.

Your application will be treated in the strictest of confidence.

Communications and Engagement

Communications and Engagement Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430 , Canberra (PN: 45513, Several)

Live Date: 22 October 2019

Closing Date: 29 October 2019

Details: Are you our new Communications and Engagement Officer? Do you like a challenge and want to be part of a high-performing team delivering best-practice communications on large infrastructure projects such as the next stage of Light Rail or Surgical Procedures, Interventional Radiology and Emergency (SPIRE) Project? Major Projects Canberra (MPC) was established on 1 July 2019 to lead the procurement and delivery of the Territory's infrastructure program. The Communications and Engagement division at MPC is responsible for delivering both internal and external communications and engagement activities that support the successful delivery of these infrastructure projects. In this role you will create interactive communications and engagement strategies and campaigns for MPC projects. You will coordinate a range of face-to-face engagement activities such as events, exhibitions, presentations and displays, and contribute to the evaluation of these activities. You will also develop accurate and engaging content for a range of

communications products and channels. This may include maintaining digital channels (website and social media), copywriting, liaising with designers, arranging print and distribution of communication collateral and responding to queries as required. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. Eligibility/Other Requirements: Relevant tertiary qualifications or a minimum of two years' experience working professionally in the fields of digital communications and content production, media, public relations, marketing, or strategic communications is preferred. Experience in planning, producing and shooting video content and managing and growing social media channels is desirable. The ability to work flexibly with some out of hours work is required.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Amanda Cant (02) 6205 9951 amanda.cant@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.

Infrastructure Delivery Partners

Commercial

Project Manager Systems

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 24284)

Gazette Date: 18 October 2019

Closing Date: 1 November 2019

Weeks to Close: 2

Details: Major Projects Canberra is seeking an experienced Project Manager to work within the Operations Branch within Infrastructure Delivery Partners Group (IDPG). The role will form part the team of experienced Project Manager and system administrators, led by the Branch Manager, to provide training and implementation of a whole of government project management and reporting systems within the ACT Government. The successful candidate should be able to manage and report on all aspects of the project delivery and implementation in alignment with the commitments of government. The successful candidate will be required to have experience in developing and managing projects, procurement and contract management datasets, systems, governance and reporting. The role also provides important support to key operational level committees. The position requires experience in project management, IT system implementation, and training. In addition to having a high level oral and written communications skills. Eligibility/Other Requirements: Qualifications in a relevant field would be highly desirable and/or relevant experience.

Note: This position will be moving to a new workplace designated for Activity Based Working (ABW) in 2020. ABW is a transformation in the way we work. By creating flexible work places with a variety of different work settings, we are better able to support every kind of employee, their job function, and individual preferences for comfort and space. 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 300 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Simon Webber (02) 6207 3302 simon.webber@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

Chief Operating Officer Group

Executive Branch Manager (Chief Financial Officer) Finance

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E416)

Gazetted: 21 October 2019

Closing Date: 4 November 2019

Details: The Executive Branch Manager (CFO) Finance reports to the Chief Operating Officer.

The EBM Finance leads the branch in facilitating the management of the Directorate's budget and providing financial advice to the relevant Ministers, the Executive Leadership Team, other executives and line managers. The EBM Finance plays a key role in developing strategic approaches to improving financial management practices, cost-effectiveness and resource allocation across the Directorate. The Finance branch also coordinates the Directorate's financial plan, budget and financial processes.

The Financial technical accountabilities of the position are significant with considerable financial complexities. Broad executive level expertise in financial management and technical leadership is an essential and required capability for the position.

The position has significant contact with the Minister's Office, Director-General, Executive Leadership Team and ACT Treasury. The occupant requires a high degree of sensitivity and confidentiality, excellent negotiation and representational skills and ability to meet tight deadlines.

The 2019-2020 financial operating environment includes an expense budget of approximately \$630m and a capital budget of approximately \$230m.

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

How to Apply: Applicants are to address the Selection Criteria located in the Executive Capabilities, 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: Further information about the position is available from Cherie Hughes, cherie.hughes@act.gov.au, (02) 6205 8316

City Services

ACT NoWaste

Service Delivery

Contracts Inspector

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 32479)

Gazetted: 22 October 2019

Closing Date: 5 November 2019

Details: ACT NoWaste, as part of City Services Division, manages projects, contracts and service agreements for a range of waste and recycling activities to residents and businesses. These services are provided at several facilities across the ACT as well as residential kerbside collections. ACT NoWaste designs, commissions and manages outsourced waste and recycling services which aim to encompass best practice, respond to community demand, maximise resource recovery and meet budget expectations. The Contracts Inspector works within a small operational service delivery and contract management team and reports to the Director, Service Delivery Team. The role provides contract administration to assist the Assistant Director Contracts, demonstrates rigour and expertise in performing field inspections and audits, monitors and reports against contract compliance and understands the purpose and intent of performance based contract management to achieve quality outcomes. The position requires the officer to interpret and apply legislation, prepare evidentiary reports and make recommendations to ensure contract compliance and provides advice to operational staff, senior management, and internal and external stakeholders. The role requires attention to detail, excellent communication and organisational skills (oral, written, interpersonal and negotiation) and the ability to work across a variety of work environments.

Eligibility/Other Requirements: Current driver's licence or equivalent. Relevant experience and or complementary qualifications will be viewed favourably.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Jason Rose (02) 6205 0721 jason.rose@act.gov.au

Transport Canberra and Business Services

Strategy, Policy and Customer

Transport Strategy and Policy

Policy and Planning Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 39188)

Gazetted: 18 October 2019

Closing Date: 25 October 2019

Details: Strategic, Policy and Customer branch is responsible for strategic policy development and implementing innovative programs to deliver services and information to the Canberra Community. The Transport Strategy and Policy team is responsible for the development and delivery of transport strategy and policy for ACT Government. Would you like to have the opportunity to contribute positively to Canberra's transport future, working with people from across Government and the ACT community? If the answer is yes, then this role could be for you. We are seeking applications from highly motivated and goal orientated people to fill the role of Planning and Policy Officer. Ideally, you will have the ability to: Contribute to the development, drafting and production of transport planning projects, policies and programs consistent with Government policy and investment priorities. Contribute to and support the work of the Transport Canberra Strategy and Insights Branch to ensure the effective delivery of the Branch's responsibilities and work program. Contribute to strategic planning policy advice for briefings. Assist in representing the directorate in communications, consultations and liaison with ACT and Commonwealth government agencies, national forums, community groups and the general public. Maintain records in accordance with the *Territory Records Act 2002*. The successful candidate will be an active member in a newly established, positive and high-performing team, working in a dynamic and evolving policy environment. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualifications in Urban Planning, Transport Planning, Social Planning, Urban Design, Economics or another relevant professional area is highly desirable.

Note: This is a temporary position available immediately until 1 March 2020 with the possibility of extension. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a three page written response to the Selection Criteria and a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bryony Dyer (02) 6207 9838 bryony.dyer@act.gov.au

City Services

ACT NoWaste

Waste Policy

Director, Waste Policy

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 35571)

Gazetted: 22 October 2019

Closing Date: 5 November 2019

Details: Taking direction from the Executive Branch Manager of ACT NoWaste, the Director Waste Policy oversees the Territory's waste policy activities and provides policy advice. Tasks include managing strategic policy development and advice, preparing Question Time Briefs, responding to Questions on Notice, and Ministerials. The Director Waste Policy supports the ACT in its interactions with the National Environment

Protection Council (NEPC), Meetings of Environmental Ministers (MEM) and directly represents the ACT on number of NEPC subcommittees and working groups. These responsibilities require close engagement with central agencies, Access Canberra and the Environment Planning and Sustainable Development Directorate. The Director Waste Policy supports engagement with internal and external stakeholders to help ACT NoWaste progress the Waste Feasibility road map, Container Deposit Scheme implementation and implementation of the *Waste Management and Resource Recovery Act 2016*.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field will be highly regarded and Knowledge of or experience in the fields of waste, environment, climate change and/or sustainability policy including international, national, state and local government responsibilities and interactions will be highly regarded.

Note: This is a temporary position available from 28 October 2019 until 10 October 2020. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Remuneration information: Attraction and Retention Incentive (ARIn) may be considered for this role.

How to Apply: Applicants should provide a response to the Selection Criteria of no more than three pages, plus a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Greg Haraldson (02) 6205 6037 greg.haraldson@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

Medical Services

Pathology

Clinical Chemistry

Chemical Pathology

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 34505)

Gazetted: 24 October 2019

Closing Date:

Overview of the work area and position: ACT Pathology is a division of Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. ACT Pathology incorporates the Academic Department of Pathology of the Australian National University Medical School led by the Professor of Pathology. Chemical Pathology, as a part of ACT Pathology, provides diagnostic, analytical and consultative services. It performs a wide spectrum of testing that ranges from automated, high throughput analysis to specialised testing. It is one of the busiest laboratories within pathology performing over 1 million tests per annum. Chemical Pathology is currently accredited with the Royal College of Pathologists Australasia (RCPA) for provision of Registrar training for a period of 4 years. Under broad direction of the Director of Chemical Pathology and the Executive Director of Pathology, you will be required to attend the laboratory for designated sessions, participate in the Chemical Pathology on-call roster, and provide supervision to scientific staff and registrars ensuring quality of results reported from the laboratory. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$272,410 - \$331,380 Eligibility/Other Requirements: Mandatory: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA) with specialist registration in Chemical Pathology. o Fellowship of the Royal College of Pathologists Australasia (FRCPA) or equivalent specialist qualifications. Desirable: o A current Driver's licence. Please note prior to commencement successful candidates will be required to: o Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). o Undergo a pre-

employment Police check. o Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Note: This position is Permanent par time for 20 hours per week. Contact Officer: Dr Marie Salib (02) 5124 8646 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606

Clinical Services

Medicine

Clinical

Assistant Director of Nursing Inpatients Medicine

Registered Nurse Level 4.3 \$137,840, Canberra (PN: 16234)

Gazetted: 24 October 2019

Closing Date: 31 October 2019

Details: Our Vision: creating exceptional health care together

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

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

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

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services. Four Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages. A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position:

The Assistant Director of Nursing (ADON) Inpatients holds a senior nursing leadership position within the Division of Medicine. The ADON in consultation with the Director of Nursing provides strategic leadership, direction, planning and operational input to achieve quality patient care and service delivery outcomes within Medicine. The ADON Inpatients reports to the Director of Nursing. You will actively support, guide and collaborate with the Inpatient Clinical Nurse Consultants within Medicine in strategic implementation of evidence-based practice, auditing, reporting and compliance to standards, procedure and policies across CHS and the national governing bodies. The ADON will also work in collaboration with the other ADONs in the Division and Unit Directors to deliver high quality person-centred care.

Eligibility/Other Requirements:

Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Relevant post graduate qualifications or equivalent.

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: Kellie Noffke (02) 5124 2619 kellie.noffke@act.gov.au

Clinical Services

Medicine

Clinical

Assistant Director of Nursing Ambulatory Medicine

Registered Nurse Level 4.3 \$137,840, Canberra (PN: 16222)

Gazetted: 24 October 2019

Closing Date: 31 October 2019

Details: Our Vision: Creating exceptional health care together.

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

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Overview of the work area and position:

The Assistant Director of Nursing (ADON) Ambulatory holds a senior nursing leadership position within the Division of Medicine. The ADON in consultation with the Director of Nursing provides strategic leadership, direction, planning and operational input to achieve quality patient care and service delivery outcomes within Medicine. The ADON Ambulatory reports to the Director of Nursing. You will actively support, guide and collaborate with the Ambulatory Clinical Nurse Consultants within Medicine in strategic implementation of evidence-based practice, auditing, reporting and compliance to standards, procedure and policies across CHS and the national governing bodies. The ADON will also work in collaboration with the other ADONs in the Division and Unit Directors to deliver high quality person-centred care.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

- Relevant or working towards post graduate qualifications or equivalent.

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

- Undergo a pre-employment National Police check.

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

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

Contact Officer: Kellie Noffke (02) 5124 2619 kellie.noffke@act.gov.au

Clinical Services

Medicine

Medical

Senior Nurse Lead Diabetes

Registered Nurse Level 4.1 \$120,730, Canberra (PN: 30642)

Gazetted: 24 October 2019

Closing Date: 31 October 2019

Our Vision: creating exceptional health care together

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

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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 Senior Nurse Lead role provides expert clinical leadership for nurses in the Diabetes service. The Senior Nurse Lead in consultation with the Unit Director of Diabetes and Director of Nursing provides clinical leadership, direction, planning and operational input to achieve quality patient centred care. You will actively support, guide and collaborate with other members of the multidisciplinary team in implementation of evidence-based practice, auditing, reporting and compliance to standards, procedure and policies within the service and governing bodies.

Eligibility/Other Requirements

Mandatory:

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

Desirable:

- Relevant or working towards post graduate qualifications or equivalent.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Contact Officer: Kellie Noffke (02) 5124 2619 kellie.noffke@act.gov.au

Clinical Services

Finance and Business Intelligence

Health Information Services

Clinical Coding Auditor/Educator

Clinical Coder Level 2 \$120,418, Canberra (PN: 21257)

Gazetted: 24 October 2019

Closing Date: 31 October 2019

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Overview of the work area and position

The Finance and Business Intelligence (FBI) Branch is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra health Services. The FBI Branch is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The five sub-units within the FBI branch include the Financial Management Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence and Health Information Services. Health Information Services provides a range of functions including scanning and health record management, clinical coding and casemix data generation, patient identifier maintenance,

clinical record forms design and managing access to personal health information to facilitate patient care follow-up, research, quality improvement, education and hospital management purposes. Clinical coding is an essential function for Canberra Health Service to facilitate accurate funding reimbursement, to support clinical research and education, to assist in the planning and evaluation of health care services and to fulfil local and mandatory national data submission requirements. This role is a combined coding/auditing/educator role. In addition to some routine clinical coding responsibilities, you will also be required to train new coders and assess ongoing coder-education needs through regular coding audits. You will play a key role in determining appropriate Diagnosis Related Group (DRG) allocation, optimising coding throughput, ensuring targets and key performance indicators are met, conducting coding quality audits involving interactive case mix reviews with clinical staff as well as providing training, mentoring and support to the clinical coding team. Applicants will be required to complete a coding test to assess coding competency as a component of the recruitment process.

Eligibility/Other Requirements

Mandatory:

Bachelor of Applied Science (Health Information Management) or equivalent qualification or eligibility for admission to full membership of the Health Information Management Association of Australia.

You must be an Australian Citizen or Permanent Resident to apply.

Desirable:

A minimum of three years clinical coding experience using the current edition of ICD-10-AM, covering a broad range of case mix in an acute tertiary hospital, with ability to accurately code an average of 4 – 5 records per hour.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police check.

Note

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

Contact Officer: Dianne Ramadan (02) 5124 3242 dianne.s.ramadan@act.gov.au

Nursing and Midwifery and Patient Support Services

Nursing Support Services

Registered Nurse Tissue Viability Unit

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 03958)

Gazetted: 24 October 2019

Closing Date: 7 November 2019

Details: Canberra Health Services

Our Vision: Creating exceptional health care together.

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

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

Overview of the work area and position

Tissue Viability Unit (TVU) is seeking applications from motivated and enthusiastic Registered Nurses to join the team for a period of six month secondment, one commencing May 2020 and one in November 2020.

The TVU team is an evidence based holistic approach to the speciality of skin and wound prevention, assessment and management. Under the mentorship of the CNC Ann Marie Dunk, you will have opportunities for professional growth and development skills and knowledge associated with this clinical speciality.

TVU team provides clinical support to all medical specialities and allied health at both the Canberra Hospital, Centenary Hospital for Women and Children and university of Canberra Hospital.

Eligibility/Other Requirements:

Mandatory:

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

Prior to commencement successful candidates will be required to:

undergo a pre-employment National Police Check.

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

Note:

These positions are temporary full-time. There are two six month rotations available with two successful applicants per rotation.

Contact Officer: Ann Marie Dunk (02) 5124 2954 annmarie.dunk@act.gov.au

Clinical Services

Women, Youth and Children Community Health Programs

Maternal and Child Health

Clinical Development Midwife

Registered Midwife Level 2 \$93,151 - \$98,728, Canberra (PN: 44926)

Gazetted: 24 October 2019

Closing Date: 31 October 2019

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Overview of the Work Area and Position

The Maternal and Child Health (MACH) Service within Women, Youth and Children Community Health Program (WYCCHP) is offering an experienced Registered Midwife an exciting opportunity to join the newly established Canberra Maternity Options team as the Clinical Development Midwife. The Canberra Maternity Options service is the first point of contact for women accessing public maternity care in the ACT. It is a territory wide service and is located within the Maternal and Child Health Service (MACH). This position will support this service as well as working across the MACH program to support the clinical development needs of midwives, including new graduate Midwives, working within MACH. MACH midwives and nurses are guided by The National Framework for Universal Child and Family Health Services (2011) whose vision is that, "all Australian children benefit from quality universal child and family health services that support their optimal health, development and wellbeing". The framework is designed to meet the needs of all Australian children within a system of universal, targeted, secondary and specialist services and has been informed by emergent research, policy and service development. Supporting families, parents and carers to build skills and confidence in their parenting role is a core element of the ACT Children and Young People Plan 2015-2025. The WYCCHP seeks to contribute to this objective by providing MACH support for families with a primary health care approach, recognising the importance of optimal health and physical and mental wellbeing of parents and other primary carers. Universal child and family health services also contribute to the health of the general population through health promotion and preventive health initiatives such as breastfeeding promotion immunisation programs, child safety and parenting support.

Eligibility/Other Requirements

Mandatory:

Be registered as a Registered Midwife with the Australian Health Practitioner Regulation Agency (AHPRA)
Extensive experience as a Registered Midwife across the full scope of practice.

Desirable:

Postgraduate qualifications in relevant field e.g. Child and Family Health and/or clinical leadership

Other:

The successful applicant will be required to undertake "Train the Assessor" training through capability if they do not hold a similar qualification such as Certificate 4 in Training and Assessment.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note

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

Contact Officer: Christine Powley (02) 6205 2753 christine.powley@act.gov.au

Clinical Services

Women, Youth and Children

Maternity and Gynaecology Outpatient Department

Team Leader, Gynaecology Outpatients

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 22247)

Gazetted: 24 October 2019

Closing Date: 6 November 2019

Details: Our Vision: creating exceptional health care together

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

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

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

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

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

Overview of the Work Area and Position

Gynaecology Outpatients are looking for a motivated full time Registered Nurse, with an interest in co-ordinating and delivering care to women within women's health and gynaecology services. The position involves working weekdays in the gynaecology clinic. This vacancy is ideal for a nurse interested in joining a dynamic team. The role incorporates triage of referrals, direct client care and co-ordination of outpatient clinics. The team leader supports the development and orientation of new staff and students and acts as a role model to promote evidence based practice. The position is temporary full-time. The clinic operates during business hours.

Eligibility/Other Requirements:

Mandatory:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note

This is a temporary position available for 10 months with possibility of extension.

Contact Officer: Penny Maher (02) 6142 6142 penny.maher@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Early Intervention Policy and Projects

Registered Nurse

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 27146)

Gazetted: 24 October 2019

Closing Date: 4 November 2019

Details: Our Vision: creating exceptional health care together

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

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

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

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

Overview of the work area and position:

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

- Rehabilitation and Speciality Services
- Adult Community Mental Health Services (ACMHS)
- Adult Acute Mental Health Services (AAMHS)
- Alcohol and Drug Services (ADS)
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services (JHS)

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues. The Registered position will work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. For example, those experiencing early psychosis and those who are experiencing severe high prevalence mental illness. The role will also require the team member to undertake evening and weekend shift work, professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications in Nursing,

Registered as a Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) with no conditions or undertakings relating to unsatisfactory professional performance or unprofessional conduct

Must hold a current driver's licence.

Desirable:

Experience in mental health,

Experience working with young people.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: The successful candidate will be required to be available for evening and weekend work on a regular basis and be available to work within all program areas of CAMHS as service needs arise. An order of merit may be established to fill future permanent and temporary vacancies at level, which may arise over the next 12 months.

Contact Officer: Laura Dawel (02) 5124 2975 laura.dawel@act.gov.au

Allied Health

Acute Allied Health Services

Psychology

Clinical Neuropsychologist

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 45228)

Gazetted: 24 October 2019

Closing Date: 6 November 2019

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

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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, Alcohol and Drug Services.

Overview of the work area and position

The Canberra Health Services Division of Allied Health Services provides a range 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 Psychology team in Acute Allied Health Services provides evidence-based care to inpatients and outpatients across four divisions of The Canberra Hospital (TCH) and Canberra Health Services. TCH is an acute care teaching hospital of approximately 600 beds, and a tertiary referral centre that provides a broad range of specialist services to the people of the ACT and South East NSW. The team consists of Clinical Psychologist and Clinical Neuropsychologist roles.

The overall functions of the Neuropsychologist will:

Promote positive client outcomes through the provision of high quality clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team.

Provide individual or group service delivery.

Perform normal professional work under general professional guidance.

May perform novel, complex, critical or difficult tasks with professional supervision.

Participate in the supervision and training of other staff, as directed.

The Clinical Neuropsychologist position reports to the Manager of Acute Psychology role and is responsible for providing clinical assessments and intervention services to patients of TCH. Clinical supervision will be negotiated with the Acute Psychology Manager.

Eligibility/Other Requirements:

Mandatory:

Postgraduate Psychology qualification - Masters/Doctoral degree in Neuropsychology
General Psychology registration with the Psychology Board of Australia via the Australian Health Practitioner Regulation Agency (AHPRA).

Registration requirement - Area of Practice Endorsement in Neuropsychology and eligibility to supervise higher degree students.

Desirable:

Previous work experience as a Neuropsychologist in an acute setting highly 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 CHS credentialing and scope of clinical practice requirements for Allied Health Professionals.

Note

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

Contact Officer: Elissa Jacobs (02) 5124 2045 elissa.jacobs@act.gov.au

Infrastructure and Health Support Services

Client Services, Security and Emergency

Security and Emergency Preparation

Manager Fire Safety and Transport

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 12817)

Gazetted: 24 October 2019

Closing Date: 6 November 2019

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

Overview of the Work Area and Position

The Infrastructure and Health Support Services Group (IHSSG) is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations.

Operational Support Services is a branch of IHSSG which is responsible for:

Client Services: the CHS Contact Centre, on-campus and off-campus residential accommodation services, volunteer management, as well as Canberra Hospital's reception, foyer and mail services.

Protective Services: fire safety, emergency response and security operations.

Transport Services: parking operations and enforcement, and fleet management.

Transport Services mission is to provide access to our services for staff, patients and visitors through proactive transport planning and parking enforcement which recognises that visiting healthcare facilities may be distressing circumstances for some people. Transport Services also administers planning, procurement and maintenance of fleet vehicles on behalf of business units to ensure our services have access to fit-for-purpose and environmentally sustainable vehicles. Under limited direction from the Assistant Director, the Assistant Manager will be responsible for delivering fire and emergency awareness training, assisting with emergency response (including undertaking the Deputy Chief Warden role), coordinating fire safety reviews, and ensuring

evacuation diagrams remain compliant. Additionally, the position will also be responsible for the management of day-to-day operations associated with parking and fleet services across all CHS sites. The Assistant Manager is expected to work collaboratively with business units across the Directorate and be supportive and flexible in their approach to changing priorities.

Eligibility/Other Requirements:

Mandatory:

Demonstrated experience in health care specific Fire Safety Management training and/or have equivalent training/experience in another field.

Desirable:

Demonstrated experience in parking and fleet management.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: Selection may be based on written application only.

Contact Officer: Michael Warylo (02) 5124 9797 michael.warylo@act.gov.au

Infrastructure and Health Support Services

Client Services, Security and Emergency

Security and Emergency Preparation

Business Support Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 32537)

Gazetted: 24 October 2019

Closing Date: 5 November 2019

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

Overview of the work area and position:

Infrastructure and Health Support Services are responsible for:

Facilities, Management and Maintenance

Project Delivery

Infrastructure Safety and Risk

Accommodation and Leasing

Operational Support Services

Fire Safety and Emergency Response

Mail Room Services

Parking

Residential Accommodation Services

Security

Switchboard and Patient Enquires

Vehicle Fleet Management

Volunteer Services

Logistic Support Services

Domestic, Environmental and Linen Services

Food Services

Supply Services

Sterilising Services

University Canberra Hospital Contract Management

The Infrastructure and Health Support Services (IHSS), Client Services (CS) Operational Support Services (OSS), is responsible for the provision of a range of client services to support the operations across various Canberra Health Services (CHS) locations. The branch is committed to the CHS values, role and vision. Under limited direction from the Assistant Director, CS, you will oversee the delivery of services. You will be required to coordinate the day-to-day operations of the business unit, including but not limited to, financial management, coordination of reports and statistics to provide advice and responses to matters related to the business portfolios. The Business Support Officer is expected to work collaboratively with other business units across CHS and be supportive and flexible in leading the changing priorities of the business portfolios. The position will be based at Canberra Hospital.

Note

This is a temporary position available for a period of 11 months with the possibility of extension.

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

Women, Youth and Children

Department of Neonatology

Administration Support and Personal Assistant to the Clinical Director of Neonatology

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 12153)

Gazetted: 24 October 2019

Closing Date: 31 October 2019

Details: Our Vision: creating exceptional health care together

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

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

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services. Four Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages. A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the Work Area and Position

The CHS division of Women, Youth and Children's provides a broad range of primary, secondary and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a family centred, multidisciplinary team that delivers care in Canberra Hospital and health Services, Community Health Centres, client's homes, schools and Child and Family centres.

The Division of Women, Youth and Children provides a broad range of primary, secondary and tertiary healthcare services. The provision of services is based on a family-centred, multidisciplinary approach to care in partnership with the consumer and other service providers.

The Neonatal Department at Canberra Hospital provides neonatal care to the ACT and surrounding regions. Canberra Hospital has more than 3500 deliveries per year and is a principal referral centre for high risk pregnancies. It is the only tertiary care neonatal unit in the region, which has a delivery population of 10000. Canberra Hospital's Centre for Newborn Care has 800 admissions per year with 15 NICU/HDU and 14 SCN funded beds with the potential to increase to 34 cots over the next years.

Under broad direction of the Operations Manager, the Administrative Support Officer role provides administrative support for a number of stakeholders and services within the department of Neonatology. The Administrative Support Officer is responsible for preparing a range of correspondence, diary and inbox

management, providing secretariat support to committees manage meeting room bookings, assisting with human resource and financial management functions as well as other general administrative duties. Under broad direction, you will play a key role in providing day to day recruitment, human resource and contract management across ACT Health. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment.

Eligibility/Other Requirements:

Desirable: Previous experience using HP Records Manager 8 (aka. TRIM).

Previous experience working in the health sector.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Stephanie Edwards (02) 5124 7491 stephanie.a.edwards@act.gov.au

Nursing and Midwifery and Patient Support Services

Clinical Support Services

Ward Services

Hospital Assistant Supervisor

Health Service Officer Level 7 \$62,521 - \$66,023, Canberra (PN: 44255, several)

Gazetted: 24 October 2019

Closing Date: 25 October 2019

Details: Our Vision: Creating exceptional health care together.

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

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

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

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Six community health centres: providing a range of general and specialist health services to people of all ages. A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health and Alcohol and Drug Services.

Overview of the work area and position:

Hospital Assistant Supervisors report to the Hospital Assistants Operations Manager and work a rotating roster. They provide first line support to all Hospital Assistants staff working within a variety of clinical areas across the Canberra Hospital campus.

Hospital Assistant Supervisors will conduct regular cleaning audits and ensure staff complete routine tasks in accordance with Infection control and Hospital Assistants operating procedures.

Hospital Assistants Supervisors also support the Hospital Assistants Operations Manager, ensuring roster lines are staffed when unexpected leave impacts on the ability to meet service requirements. They are responsible to ensure any changes in staff worked or non-worked hours are correctly recorded (manually and/or electronically) for timesheet and payroll purposes.

Hospital Assistants Supervisors will assist with the production of operational policies and procedures, reviewing RiskMan clinical and staff incident reports and assist with interviews for new permanent and casual staff members.

Eligibility/Other Requirements:

Highly Desirable:

Experience in leading and motivating teams.

Previous Hospital Assistants experience.

Desirable:

Understanding and/or experience with Microsoft Office applications.

Understanding of Infection Control Processes within a healthcare facility.

Prior to commencement successful candidates will be required to:
Undergo a pre-employment National Police Check.
Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.
Note:
Selection may be based on application and referee reports only.
Contact Officer: Rodney Chandler (02) 5124 2980 rodney.chandler@act.gov.au

Clinical Services

Nursing and Midwifery and Patient Support Services

Ward Services

Wardsperson Day Supervisor

Health Service Officer Level 7 \$62,521 - \$66,023, Canberra (PN: 44273, several)

Gazetted: 24 October 2019

Closing Date: 25 October 2019

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

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.
Four Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.
A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health and Alcohol and Drug Services.

Canberra Health Services collaborates with Calvary Public Hospital Bruce in the provision of high quality, person-centred health care to our community.

Overview of the work area and position

Wardsperson Supervisors report to the Wardspersons Operations Manager and work a 24/7 roster. They provide first line support to all Wardspersons staff working within a variety of clinical areas across the Canberra Hospital campus.

Wardsperson Supervisors also support the Wardspersons Operations Manager, ensuring roster lines are staffed when unexpected leave impacts on the ability to meet service requirements. They are responsible to ensure any changes in staff worked or non-worked hours are correctly recorded (manually and/or electronically) for timesheet and payroll purposes.

Wardsperson Supervisors will assist with the production of operational policies and procedures, reviewing RiskMan clinical and staff incident reports and assist with recruitment.

Eligibility/Other Requirements:

Highly Desirable:

- Previous Wardsperson experience.

Desirable

- Understanding and/or experience with Microsoft Office applications.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Rodney Chandler (02) 5124 2980 rodney.chandler@act.gov.au

Clinical Services

University of Canberra Hospital

Centre for Rehabilitation

HP1 2020 New Graduates

Health Professional Level 1 \$61,160 - \$80,129, Canberra (PN: 29691, Several)

Gazetted: 24 October 2019

Closing Date: 1 November 2019

Our Vision: creating exceptional health care together

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

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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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within CHS providing multidisciplinary rehabilitation, aged and community based care across a range of settings. This includes Canberra Hospital (TCH), University of Canberra Hospital (UCH), Community Health Centres, and the Village Creek Centre in Kambah. UCH is the region's specialised centre for rehabilitation, recovery and research and is designed to meet the needs of our ageing and growing population. This position(s) will be required to participate in overtime via a rotation roster. The RACS rehabilitation service is a dynamic team of physiotherapists, exercise physiologists and allied health assistants. We work to enhance function, activity, and independence for patients. We treat and manage patients requiring rehabilitation with a range of conditions and injuries, including neurological disorders, amputations, deconditioning, musculoskeletal injuries, and chronic conditions. There are a wide variety of service delivery teams within RACS including: inpatient and community based rehabilitation, inpatient acute care of the elderly, a community based falls and falls injury prevention program, a Transitional Therapy and Care Program (TTCP) and community based physiotherapy services. Under professional supervision from the Lead Professional for Physiotherapy, Physiotherapists are responsible for the provision of physiotherapy services in individual or group based sessions, delivering high quality patient centred care and positive patient outcomes. Physiotherapists will be offered the opportunity to rotate through the variety of Physiotherapy related services within RACS, based at multiple locations.

Eligibility/Other Requirements

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Comply with Canberra Health Services credentialing requirements for allied health.

Note This is a temporary position available for a period of 12 months with the possibility of permanency. New graduates need to complete 12 months successfully before becoming eligible to apply for HP2 permanency.

These are front line clinical positions and will not increase overall Full time equivalent.

Contact Officer: Judy Stone (02) 5124 0074 judy.stone@act.gov.au

Clinic Services

University of Canberra Hospital

Centre for Rehabilitation

Speech Pathologist (New Graduate)

Health Professional Level 1 \$61,160 - \$80,129, Canberra (PN: 29616, Several)

Gazetted: 24 October 2019

Closing Date: 31 October 2019

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

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

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

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

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

Overview of the work area and position: Canberra Health Services Speech Pathology provides a range of services to individuals with swallowing and communication disorders. This includes acute and rehabilitation services to eligible inpatients and outpatients of Canberra Hospital and Health Services. Speech Pathology delivers excellent clinical services and teaching programs. We have a commitment to innovation and quality improvement and deliver clinical education programs to staff and students. Speech Pathologists based at Canberra Hospital and Health Services provide a range of inpatient and outpatient swallowing and communication services to rehabilitation, aged care, medical, surgical and neonatal/paediatric areas of the Canberra Hospital, the University of Canberra Hospital and the surrounding region. The new graduate Speech Pathology positions provide an opportunity to develop skills in working with adult neurological caseloads across both acute and rehabilitation settings and contribute to an active teaching and quality improvement program with strong professional support.

Eligibility/Other Requirements Mandatory: A Degree in Speech Pathology from a recognised tertiary institution, with enrolment in Semester 2 of 2019. Eligibility for practicing membership of Speech Pathology Australia.

Must hold a current driver's licence. Be registered under the Working with Vulnerable People (Background Checking) Act 2011. Please note prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Contact Officer: Rachel Heatley (02) 5124 0068 rachel.heatley@act.gov.au

Clinical Services

Nursing and Midwifery and Patient Support Services

Ward Services

Wardsperson Night Supervisor

Health Service Officer Level 6 \$58,287 - \$60,794, Canberra (PN: 44881, several)

Gazetted: 24 October 2019

Closing Date: 25 October 2019

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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.

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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:

Wardsperson Supervisors report to the Wardspersons Operations Manager and work 28 day rotating roster. They provide first line support to all Wardspersons staff working within a variety of clinical areas across the Canberra Hospital campus.

Wardspersons Supervisors also support the Wardsperson Operations Manager, ensuring roster lines are staffed when unexpected leave impacts on the ability to meet service requirements. They are responsible to ensure any changes in staff worked or non-worked hours are correctly recorded (manually and/or electronically) for timesheet and payroll purposes.

Wardspersons Supervisors will assist with the production of operational policies and procedures, reviewing RiskMan clinical and staff incident reports and assist with interviews for new permanent and casual staff members.

Eligibility/Other Requirements:

Predict and assess to challenging and aggressive behaviour – P.A.R.T.

Early support and Intervention teams – E.S.I.T.

Desirable

Understanding and/or experience with Microsoft Office applications.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Rodney Chandler (02) 5124 2980 rodney.chandler@act.gov.au

Medical Services

Pathology

Calvary Laboratory

Laboratory Technician

Technical Officer Level 1 \$57,759 - \$60,556, Canberra (PN: 29479, several)

Gazetted: 24 October 2019

Closing Date: 1 November 2019

Details: Our Vision: creating exceptional health care together

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

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- Four Walk-in Centres: which provide free treatment for minor illness and injury.
- Six community health centres: providing a range of general and specialist health services to people of all ages.
- A range of community based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Overview of the Work Area and Position

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

The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and the Branch laboratory is located at the Calvary Public Hospital.

Under the direction of the Senior Scientists of Haematology/Coagulation and Chemistry perform the day to day general routine duties of the haematology/coagulation and the chemistry workstations such as receipting and ensure suitability of specimens for manual test processing and/or placement on relevant instrumentation. These Laboratory Technician roles are required to work after hour's shifts as directed.

Eligibility/Other Requirements

Highly Desirable:

Bachelor of Medical Science or equivalent.

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

Note: There are two full-time temporary positions available for 12 months with the possibility of extension.

The occupants will be required to participate in after-hours shifts.

Contact Officer: Mary Brun (02) 6201 6701 mary.brun@act.gov.au

Allied Health

Acute Allied Health Services

Exercise Physiology

AHA2 Exercise Physiology Department

Allied Health Assistant 2 (Qualified) \$52,820 - \$58,807 (up to 60,556 depending on qualification level), Canberra (PN: 38133)

Gazetted: 24 October 2019

Closing Date: 5 November 2019

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

Overview of the work area and position

The Exercise Physiology Department specialises in the provision of clinical exercise prescription including behaviour change education for individuals with chronic disease and/or injury. The department also provides input into the Cardiac Rehabilitation Program, Heart Failure Rehabilitation Course and School Kids Intervention Program. Applications are being sought from individuals to provide backfill for a full time Allied Health Assistant, Level 2 position for a 3 month period, with the possibility of extension and/or part time job share arrangements. Selection may be based on application only. This position(s) may be required to participate in overtime, on call and/or rotation roster.

Eligibility/Other Requirements

Certificate IV in Allied Health Assistance or recognised equivalent

Current drivers' licence

Previous administrative and/or experience in a hospital/clinical setting or in an exercise setting

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

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

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

Duties

Under the direction and supervision of a Health Professional, within the team:

Participate in the delivery of individual and group exercise programs prescribed by the Health Professionals in the department.

Provide timely verbal communication to relevant health professionals regarding client progress and any other interactions that may impact on the client's intervention.

Provide support to outpatients and inpatients requiring minimal assistance in a clinical exercise setting, provide support and assistance in the operation of exercise groups and be prepared to assist in an emergency.

Undertake a range of office administrative duties including photocopying, filing, answering and actioning telephone calls, recording of statistical patient information, maintaining attendance records, booking appointments and other duties as required.

Maintain records of assessment data and evaluation data.

Participate in relevant meetings, education sessions, in- services and quality improvement activities as appropriate.

Be aware of workplace health and safety, injury prevention and management issues and associated reporting frameworks.

Assist in cleaning and maintenance of exercise equipment and advise management if there are any equipment maintenance issues.

Undertaking other duties as directed, within the approved scope of clinical practice ensuring the delivery of high quality person and family centred, safe and high quality patient care.

Notes This is a temporary position available for a period of three months with the possibility of extension and/or part time job share arrangements.

Contact Officer: Sarah McGrath (02) 5124 3616 sarah.mcgrath@act.gov.au

Clinical Services

Rehabilitation and Specialty Mental Health Services

Assistant In Nursing

Assistant in Nursing \$51,603 - \$53,350, Canberra (PN: 32395, several)

Gazetted: 24 October 2019

Closing Date: 5 November 2019

Details: Our Vision: creating exceptional health care together

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

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

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

Overview of the work area and position: Rehabilitation, Aged and Community Care (RACS) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehabilitation, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, and Village Creek Centre in Kambah.

The Assistant in Nursing (AIN) works under the direction of the Registered Nurse and to provide personal care and assistance to patients.

Eligibility/Other Requirements:

Mandatory:

Certificate III in Health Services Assistance or be working towards a Diploma in Nursing or Bachelor of Nursing or recognised equivalent.

Current driver's licence and safe driving record.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: There are several permanent positions available. This position works a 24/7 rotating roster including night duty. This position is open to both part time and full time applicants. The AIN may work across different units at UCH depending on operational requirements. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Maya Zwikael (02) 5124 2431 maya.zwikael@act.gov.au

Operational Performance

Finance and Business Intelligence

Director – Database Analyst/Administrator

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 44988)

Gazetted: 24 October 2019

Closing Date: 7 November 2019

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

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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, Alcohol and Drug Services.

Overview of the work area and position

Located on the Canberra Hospital campus, Finance and Business Intelligence provide strategic and operational financial and performance information services to health service. Additionally, the branch manages revenue and patient accounts services and health information services.

The Director, Data Engineering is a critical role within Finance and Business Intelligence Group contributing to the overall success by effectively recommending and implementing reporting and analysis solutions in order to meet current and future business objectives.

It is expected that the incumbent will work closely with other members of the Business Intelligence Team to confirm the database requirements and contribute to providing high level advice to the Executive Branch Manager, Planning, Analysis and Insights. The incumbent will consult with senior finance officers across the various service delivery areas within CHS.

The position of Director, Data Engineering is accountable for: the design, development and ongoing maintenance of an end-to-end Business Intelligence solution to ensure governed data storage and access, encompassing full lifecycle of solution creation, from inception of idea, through to ETL and finally analytical product delivery.

Eligibility/Other Requirements:

Mandatory:

Five plus years of experience implementing solutions using the Microsoft BI Stack (SQL Server, SSAS, Power BI).

Desirable:

Relevant industry experience implementing Data Warehousing and Business Intelligence solutions in a healthcare, government or community service.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Michael Phipps (02) 5124 9368 michael.phipps@act.gov.au

Clinical Services

Women, Youth and Children

Women and Babies

Neonatology Clinical Support Nurse (CSN)

Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 19896)

Gazetted: 24 October 2019

Closing Date: 4 November 2019

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

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

Six community health centres: providing a range of general and specialist health services to people of all ages. A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health and Alcohol and Drug Services.

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

Women, Youth and Children Division deliver a wide range of neonatal, obstetric and paediatric health services through the Centenary Hospital for Women and Children (CHWC) and community.

Overview of the work area and position

The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service and NICU Growth and Development Clinic. NICU and SCN have 29 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualised family centred care in a developmentally appropriate and technologically state-of-the-art environment. This is a permanent, full time position.

Eligibility/Other Requirements

Mandatory:

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

Desirable:

- Post graduate qualifications in Neonatal Nursing.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Fiona Cameron (02) 6142 6159 fiona.cameron@act.gov.au

Clinical Services

Women, Youth and Children

Paediatrics

Registered Nurse, Paediatric Palliative Care

Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 38041)

Gazetted: 24 October 2019

Closing Date: 14 November 2019

Details: Our Vision: Creating exceptional health care together.

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

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South

Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

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

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

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

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

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

Overview of the work area and position

Paediatrics at the Centenary Hospital for Women and Children provides holistic, evidence based quality health care and advocacy for all children and adolescents in the ACT and surrounding areas. The service is child and family centred, as we understand that the family is central to the successful delivery of health care.

As the Paediatric Palliative Care Nurse you will provide expert clinical care and lead the coordination of palliative care for children and young people with life-limiting conditions in the ACT. You will work in collaboration with stakeholders from The Centenary Hospital for Women and Children, The Canberra Hospital Palliative Care team, Clare Holland House and Home Based Palliative Care Service, Sydney Children's Hospital Network and other key community services to ensure seamless transfer for care and support.

Eligibility/Other Requirement:

Mandatory:

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

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

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

Note:

This is a temporary position available for up to 12 months with the possibility of extension. This position is part-time (job sharing) at 24 hours (three days) per week and the full-time salary noted above will be pro-rata. Contact Officer: Catherine Campbell (02) 5124 7373 catherinem.campbell-m@act.gov.au

Clinical Services

Cancer, Ambulatory and Community Health Support

Health Centres Management

Physiotherapist

Health Professional Level 4 \$106,043 - \$114,146, Canberra (PN: 16056)

Gazetted: 24 October 2019

Closing Date: 30 October 2019

Details: Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

Overview of the work area and position

The Walk in Centres (WiC) are a primary health service working with Advance Practice Nurses (APN) and Nurse Practitioners (NP) to provide episodic care for minor injury and illness to the ACT community and surrounds. Physiotherapy Services are provided to a range of clients primarily focusing on musculoskeletal presentations. You will play a key role in delivering high quality patient centred care and associated functions to support service delivery in the WiC and CHS clinical areas.

This position will report directly to the WiC Clinical Nurse Manager for operational management. Clinical supervision, training and competency assessment is provided by Acute Allied Health Services Advanced Practice and/or Extended Scope of Practice Musculoskeletal Physiotherapist working in the Emergency Department at Canberra Hospital. You will be required to complete the Primary Contact Musculoskeletal Physiotherapy Standard of Practice.

Eligibility/Other Requirements

Mandatory:

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

Degree or Diploma in Physiotherapy or equivalent qualifications.

Desirable:

Post-Graduate Masters level qualification in relevant clinical field.

Minimum of five years clinical experience post entry level qualifications.

Minimum of three years' experience in relevant specialist area (musculoskeletal physiotherapy).

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Comply with CHS credentialing requirements for allied health.

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

Note

This position may be required to work on an overtime roster.

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

Contact Officer: Sashika Maddock (02) 6204 5180 sashika.maddock@act.gov.au

Clinical Services

Cancer, Ambulatory and Community Health Support

Radiation and Oncology

Radiation Therapist

Radiation Therapist Level 3.1 \$100,856 - \$104,153, Canberra (PN: 29035)

Gazetted: 24 October 2019

Closing Date: 4 November 2019

Details: Our Vision: creating exceptional health care together

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

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

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

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

Overview of the work area and position

The Radiation Oncology Department is located in the Canberra Region Cancer Centre at the Canberra Hospital and provides state of the art radiotherapy treatment facilities combined with quality care for ACT and regional

cancer patients. The department is currently equipped with the latest technology including four Varian linear accelerators with IGRT/IMRT/Stereotactic options, two dedicated CT Simulators, SXRT, Pinnacle and Eclipse Treatment Planning Systems, iPlan SRS Planning System, ExacTrac Imaging System, HDR brachytherapy and ARIA Oncology Information System.

Eligibility/Other Requirements

Mandatory:

- A recognised tertiary (or equivalent) qualification in Radiation Therapy
- Unconditional registration as a Radiation Therapy Practitioner with the AHPRA Medical Radiation Practice Board of Australia.
- ACT Radiation Council License to operate radiation emitting apparatus used for Radiation Therapy purposes. Prior to commencement successful candidates will be required to:

- Undergo a pre-employment Police check.
 - Comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).
 - Comply with ACT Health credentialing requirements for allied health. If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made.
- Contact Officer: Sarah Mogford (02) 5124 2284 sarah.f.mogford@act.gov.au

APPOINTMENTS

-

Canberra Institute of Technology

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

Belinda Agnew 846-96104, Section 68(1), 21 October 2019

Teacher Level 1 \$74,437 - \$99,320

Gary Mitchell 763-48361, Section 68(1), 10 October 2019

Chief Minister, Treasury and Economic Development

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

Emily Hitchins 858-51401, Section 68(1), 17 October 2019

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

Jenni Husking 846-90829, Section 68(1), 17 October 2019

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

Roy McCoy 858-70696, Section 68(1), 17 October 2019

Community Services

Child and Youth Protection Professional Level 2 \$70,216 - \$94,528

Amanda Jugovic 858-69193, Section 68(1), 14 October 2019

Child and Youth Protection Professional Level 3 \$97,103 - \$102,049 (up to \$106,862 on achieving a personal upgrade)

Natalie Mozier 844-75897, Section 68(1), 21 October 2019

Education

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

Grace Brassington 848-99956, Section 68(1), 16 October 2019

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

Elizabeth Matthews 848-98128, Section 68(1), 14 October 2019

Environment, Planning and Sustainable Development

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

Rowan Gower 863-13912, Section 68(1), 23 October 2019

Park Ranger 2 \$70,359 - \$76,184

Stephnie Howells 858-77628, Section 68(1), 21 October 2019

Justice and Community Safety

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

Ted Johnston 858-54792, Section 68(1), 18 October 2019

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

Georgia Nicolls 863-12688, Section 68(1), 21 October 2019

Government Solicitor 2 \$110,874 - \$133,039

Jessica Payne 853-72320, Section 68(1), 16 October 2019

Transport Canberra and City Services

Bus Operator - Training \$68,960

Keith Curry 863-12434, Section 68(1), 12 October 2019

Bus Operator - Training \$68,960

Kylie-Ann Higgins 863-12477, Section 68(1), 12 October 2019

Bus Operator - Training \$68,960

Peter O'Rourke 863-12522, Section 68(1), 12 October 2019

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

Isabelle Patterson 852-85171, Section 68(1), 21 October 2019

Bus Operator - Training \$68,960

Anilraj Ramattatt 863-12549, Section 68(1), 12 October 2019

Bus Operator - Training \$68,960

Gurveer Singh 863-12565, Section 68(1), 12 October 2019

Bus Operator - Training \$68,960

Patrick Suffolk 863-12581, Section 68(1), 12 October 2019

Canberra Health Services

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

Muhammad Faraz, 86265535 Section 68(1), 22 October 2019

Registered Midwife Level 1 \$67,078 - \$89,604

Heather Callaghan 863-40523, Section 68(1), 23 October 2019

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

Ellen Connell 859-52915, Section 68(1), 17 October 2019

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

Sinead Crilly 843-90279, Section 68(1), 17 October 2019

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

Hayley Gorman 857-42264, Section 68(1), 31 October 2019

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

Katie Grubb 857-43312, Section 68(1), 17 October 2019

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

Suzanne Henderson 863-14624, Section 68(1), 4 November 2019

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

Jennifer Hummelshoj 857-42440, Section 68(1), 21 October 2019

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

Sashika Maddock 859-53715, Section 68(1), 17 October 2019

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

Millicent McLean 857-43216, Section 68(1), 21 October 2019

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

Ashleigh Pangallo 857-43515, Section 68(1), 21 October 2019

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

Qi Qin 862-09541, Section 68(1), 28 November 2019

Registered Nurse Level 3.1 \$106,795 - \$111,190

Jayne Treagust 863-13357, Section 68(1), 25 November 2019

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

Clare Vandembroucke 857-42256, Section 68(1), 21 October 2019

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

David Warren 862-63249, Section 68(1), 17 October 2019

Health Professional Level 1 \$61,160 - \$80,129

Kate Wheaton 861-31983, Section 68(1), 18 October 2019

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

Mairin Wooden 861-32855, Section 68(1), 21 October 2019

ACT Health

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

Carlos Amsteins 818-19009, Section 68(1), 16 October 2019

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

John Amsteins 863-13648, Section 68(1), 17 October 2019

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

Jeremy Quay 863-13592, Section 68(1), 21 October 2019

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

Ruben Varkey 847-11853, Section 68(1), 21 October 2019

TRANSFERS

Transport Canberra and City Services

Timothy Lorroway: 836-06293

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 32126) (Gazetted 19 July 2018)

Ian Williams: 846-97430

From: Bus Operator \$76,496

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 32127) (Gazetted 19 July 2018)

Canberra Health Services

Narelle Boyd: 799-85905

From: Registered Nurse Level 5.5 \$164,734

Canberra Health Services

To: Registered Nurse Level 5.5 \$164,734

Canberra Health Services, Canberra (PN. 29615) (Gazetted 5 September 2019)

Koushik Gowda: 858-50257

From: Registered Nurse Level 3.2 \$120,730

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 22316) (Gazetted 2 July 2019)

Jobin Karakkattu John: 840-51410

From: Registered Nurse Level 2 \$93,151

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 28462) (Gazetted 23 August 2019)

Jason Levett: 778-78604

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

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. 45170) (Gazetted 29 August 2019)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Finance and Budget

Caner Ozdemir: 848-64294

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. 33413) (Gazetted 21 August 2019)

Access Canberra

Construction and Utilities

Bojan Sekara: 846-88462

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 25126) (Gazetted 25 July 2019)

Community Services

Housing ACT

Infrastructure and Contracts

Asset Planning

Joyce Chow: 799-94801

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

CSD

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

Community Services, Canberra (PN. 43807) (Gazetted 24 April 2019)

Director of Public Prosecutions

Legal

Kate Hubbard: 853-54739

From: Prosecutor Grade 1 \$72,389 - \$82,104

Justice and Community Safety

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

Director of Public Prosecutions, Canberra (PN. 04338) (Gazetted 26 September 2019)

Education

School Performance and Improvement

Tuggeranong Network

Richardson Primary School

Taylor Fitzgerald: 853-60469

From: Indigenous Trainee \$47,092 - \$51,800

Education

To: School Assistant 3 \$53,889 - \$57,998

Education, Canberra (PN. 30731) (Gazetted 18 October 2019)

This promotion is to a non-Advertised vacancy and is made in accordance with the Public Sector Management Act, Part 5, Division 5.7 Section 106 (5) Training Offices.

School Performance and Improvement

Belconnen Network

Cranleigh School

Amy Foran: 843-53734

From: Classroom Teacher \$71,113 - \$106,448

Education

To: †School Leader C \$122,856

Education, Canberra (PN. 03641) (Gazetted 28 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.

School Performance and Improvement

South and Weston Network

Charles Weston School Coombs

Anne Gummow: 778-99691

From: School Leader C \$122,856

Education

To: †School Leader B \$143,046

Education, Canberra (PN. 45491) (Gazetted 12 September 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.

Business Services

Infrastructure and Capital Works

Beth Mitchell: 848-82791

From: Infrastructure Officer 3 \$106,288 - \$116,675

Education

To: Infrastructure Officer 4 \$125,969 - \$143,118

Education, Canberra (PN. 44917) (Gazetted 13 August 2019)

School Performance and Improvement

North and Gungahlin Network

Ngunnawal Primary School

Rebecca Turner: 772-14138

From: School Leader A 1 \$163,413

Education

To: School Leader A 2 \$176,028

Education, Canberra (PN. 31766) (Gazetted 23 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.

Business Services

Infrastructure and Capital Works

Tracey Burgess: 816-83172

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

Education

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

Education, Canberra (PN. 16296) (Gazetted 23 August 2019)

Justice and Community Safety

ACT Corrective Services

Custodial Operations

Accommodation

Rebecca Barr: 844-74667

From: Administrative Services Officer Class 4 \$70,359 - \$76,184
Justice and Community Safety
To: Administrative Services Officer Class 5 \$78,197 - \$82,771
Justice and Community Safety, Canberra (PN. 37131) (Gazetted 28 August 2019)

**ACT Corrective Services
Programs and Reintegration
Throughcare
Elisabetta Marin: 853-71053**

From: Administrative Services Officer Class 6 \$84,257 - \$96,430
Justice and Community Safety
To: †Senior Officer Grade C \$106,043 - \$114,146
Justice and Community Safety, Canberra (PN. 31523) (Gazetted 5 June 2019)

**ACT Corrective Services
Corporate Services
Facilities Management Unit
Peter Raby: 820-82846**

From: Correctional Officer Class 1 \$60,694 - \$72,377
Justice and Community Safety
To: General Service Officer Level 10 \$84,257 - \$96,430
Justice and Community Safety, Canberra (PN. 44515) (Gazetted 27 June 2019)

Transport Canberra and City Services

**City Services
City Presentation
City Rangers
Gareth James CONWAY: 799-98278**

From: General Service Officer Level 5/6 \$55,097 - \$60,637
Environment, Planning and Sustainable Development
To: Administrative Services Officer Class 4 \$70,359 - \$76,184
Transport Canberra and City Services, Canberra (PN. 18864) (Gazetted 19 July 2018)

City Renewal Authority

**Design and Place Strategy
Bronwen Jones: 853-80582**

From: Administrative Services Officer Class 6 \$84,257 - \$96,430
Environment, Planning and Sustainable Development
To: Senior Officer Grade C \$106,043 - \$114,146
City Renewal Authority, Canberra (PN. 44580) (Gazetted 17 July 2019)

Canberra Health Services

**Canberra Hospital and Health Services
Divya Anilraj: 839-26414**

From: Registered Nurse Level 2 \$93,151 - \$98,728
Canberra Health Services
To: †Registered Nurse Level 3.1 \$106,795 - \$111,190
Canberra Health Services, Canberra (PN. 40409) (Gazetted 29 August 2019)

Clinical Service

Phyo Courtis: 831-21798

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

To: †Health Professional Level 4 \$106,043 - \$114,146
Canberra Health Services, Canberra (PN. 45388) (Gazetted 12 September 2019)

Canberra Hospital and Health Services

Celine Daignault: 858-68828

From: Health Professional Level 1 \$61,160 - \$80,129
Canberra Health Services

To: Health Professional Level 2 \$65,216 - \$89,528
Canberra Health Services, Canberra (PN. 31211)

Clinical Services

Arun Justus Saroja: 848-84148

From: Registered Nurse Level 2 \$93,151 - \$98,728
Canberra Health Services

To: †Registered Nurse Level 3.1 \$106,795 - \$111,190
Canberra Health Services, Canberra (PN. 25832) (Gazetted 25 July 2019)

Canberra Hospital and Health Services

Frances Kaye: 838-52531

From: Health Professional Level 4 \$106,043 - \$114,146
Canberra Health Services

To: †Senior Officer Grade B \$124,891 - \$140,596
Canberra Health Services, Canberra (PN. 29577) (Gazetted 5 September 2019)

Clinical Services

Nicole Larkin: 840-50792

From: Registered Nurse Level 4.1 \$120,730
Canberra Health Services

To: †Registered Nurse Level 4.3 \$137,840
Canberra Health Services, Canberra (PN. 27899) (Gazetted 1 August 2019)

Clinical Services

Anne Maguire: 771-96910

From: Registered Nurse Level 3.2 \$120,730
Canberra Health Services

To: †Registered Nurse Level 4.3 \$137,840
Canberra Health Services, Canberra (PN. 18044) (Gazetted 24 May 2018)
In accordance with the Public Sector Management Standards 2016, section 20 Direct Promotion.

Canberra Hospital and Health Services

Helen Perkins: 260-53936

From: Registered Nurse Level 2 \$93,151 - \$98,728
Canberra Health Services

To: †Registered Midwife Level 3.2 \$120,730
Canberra Health Services, Canberra (PN. 01558) (Gazetted 4 July 2019)

Clinical Services

Ian Turnbull: 853-81278

From: Senior Officer Grade B \$124,891 - \$140,596
Transport Canberra and City Services

To: †Senior Officer Grade A \$145,048
Canberra Health Services, Canberra (PN. 44334) (Gazetted 4 July 2019)

ACT Health

**Health Systems, Policy and Research Group
Office of Professional Leadership and Education
Quality and Safety Unit
Alison Kingsbury: 772-01628**

From: Registered Nurse Level 5.3 \$137,840
ACT Health

To: †Senior Officer Grade B \$124,891 - \$140,596
ACT Health, Canberra (PN. 45084) (Gazetted 28 August 2019)

**Public Health, Protection and Regulation
Health Protection Service
Business Management Services**

Kathleen McKinnon: 828-66659

From: Administrative Services Officer Class 3 \$63,374 - \$68,204
ACT Health

To: Administrative Services Officer Class 4 \$70,359 - \$76,184
ACT Health, Canberra (PN. 29467) (Gazetted 28 August 2019)

**Health Systems, Policy and Research
Office of Professional Leadership and Education
Office of Chief Psychiatrist
Charmain Roberts: 829-68436**

From: Administrative Services Officer Class 3 \$63,374 - \$68,204
Canberra Health Services

To: Administrative Services Officer Class 5 \$78,197 - \$82,771
ACT Health, Canberra (PN. 05082) (Gazetted 5 September 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.