



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 24 October 2019**

## VACANCIES

### Calvary Health Care ACT (Public)

#### Medical

##### Social Work

##### Social Workers

#### Health Professional 1 \$65,216 - \$74,096, Canberra (PN: LC0202)

Gazetted: 30 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: 10889

Contact Officer: Karen Dell (02) 6201 6320 karen.dell@calvary-act.com.au

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

#### Medical

##### Speech Pathology

##### New Grad Speech Pathologist

#### Health Professional 1 \$74,096, Canberra (PN: LP7019)

Gazetted: 30 October 2019

Closing Date: 10 November 2019

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

Reference Number: 10837

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

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

#### Director of Clinical Services - Nursing & Midwifery

#### Executive Level Executive Remuneration \$0, Canberra (PN: Expected)

Gazetted: 30 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: 10938

Contact Officer: Mark Dykgraaf (02) 6201 6101 Mark.Dykgraaf@calvary-act.com.au

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

#### Medical

##### Obstetrics and Gynaecology

##### Senior Registrar

#### SNR REGISTRAR \$138,667, Canberra (PN: LP6710)

Gazetted: 30 October 2019

Closing Date: 10 November 2019

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

Reference Number: 10905

Contact Officer: Nicole McCosker (02) 6201 6438 nicole.mccosker@calvary-act.com.au

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

#### Medical

##### Obstetrics and Gynaecology

##### Registrar

#### REGISTRAR \$98,704 - \$123,327, Canberra (PN: LP6861)

Gazetted: 30 October 2019

Closing Date: 10 November 2019

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

Reference Number: 10904

Contact Officer: Nicole McCosker 02 6201 6438 [nicole.mccosker@calvary-act.com.au](mailto:nicole.mccosker@calvary-act.com.au)

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

**Nursing Director - Medical, Surgical and Perioperative Services**

**Registered Nurse 5 Grade 5 \$164,734, Canberra (PN: LP7549)**

Gazetted: 30 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/>

Contact Officer: Mark Dykgraaf 02 6201 6101 [Mark.Dykgraaf@calvary-act.com.au](mailto:Mark.Dykgraaf@calvary-act.com.au) Applications can be forwarded

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

**Nursing Director - Critical Care - Mental Health & Clinical Support Services**

**Executive Level Registered Nurse 5 Grade 5 \$164,734, Canberra (PN: Expected)**

Gazetted: 30 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: 10922

Contact Officer: Mark Dykgraaf 02 6201 6101 [Mark.Dykgraaf@calvary-act.com.au](mailto:Mark.Dykgraaf@calvary-act.com.au)

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

**Nursing Director - Critical Care - Mental Health & Clinical Support Services**

**Registered Nurse 5 Grade 5 \$164,734, Canberra (PN: )**

Gazetted: 30 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/>

Contact Officer: Mark Dykgraaf 02 6201 6101 [Mark.Dykgraaf@calvary-act.com.au](mailto:Mark.Dykgraaf@calvary-act.com.au) Applications can be forwarded

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

**Medical**

**Obstetrics and Gynaecology**

**Senior Registrar**

**SNR REGISTRAR \$138,667, Canberra (PN: LP6710)**

Gazetted: 30 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: 10927

Contact Officer: Nicole McCosker (02) 6201 6438 [nicole.mccosker@calvary-act.com.au](mailto:nicole.mccosker@calvary-act.com.au)

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

**Medical**

**Physiotherapy**

**Physiotherapy Assistant**

**Allied Health Assistant 2.1 \$52,819 - \$60,556, Canberra (PN: LP8532)**

Gazetted: 28 October 2019

Closing Date: 10 November 2019

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

Reference Number: 10915

Contact Officer: Jason Whittingham 02 6201 6190 [jason.whittingham@calvary-act.com.au](mailto:jason.whittingham@calvary-act.com.au)

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

### **Canberra Institute of Technology**

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

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

#### **Design and Technology**

#### **Horticulture and Floristry**

#### **Landscape Construction Teacher**

#### **Teacher Level 1 \$74,437 - \$99,320, Canberra (PN: 41733)**

Gazetted: 30 October 2019

Closing Date: 6 November 2019

Details: The Horticulture and Floristry department is seeking a qualified teacher to join their team as a permanent Landscape Construction Teacher.

Eligibility/Other Requirements: **Mandatory Qualifications and/or Registrations/Licencing:**

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40.

New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and

At commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the *Standards for RTOs 2015*

Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or equivalent).

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

#### **Industry Experience**

In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017.

All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

The successful applicants must have a minimum - Certificate III in Landscape construction, general horticulture or equivalent.

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

**How to Apply:** Please provide a written response and a curriculum vitae to be provided as a minimum. Please include three referee reports, copies of qualifications, licences etc. There is a limit of 10MB and 10 documents per application in the online application.

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

Contact Officer: Julie Collins (02) 6207 3024 [julie.collins@cit.edu.au](mailto:julie.collins@cit.edu.au)

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

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

#### **CIT Children's Education and Care**

#### **Early Childhood Education and Care Teacher**

#### **Teacher Level 1 \$74,437 - \$99,320, Canberra (PN: 39142, several)**

Gazetted: 25 October 2019

Closing Date: 24 October 2019

**Details:** Canberra Institute of Technology (CIT) Department of Children's Education and Care is seeking enthusiastic educators to teach their classroom-based and online programs. These positions require the development of

student assessments, educational resource material and online resources for new and existing programs of study. You will have the ability to work collaboratively, to engage with employers and students as part of ensuring a quality learning experience, as well as a thorough knowledge of the national trends and 'best practice' developments in the VET sector. One position will be for permanent filling with the others being for temporary filling for a period of 12 months with the possibility of extension.

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

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

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

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

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

**Desirable:** Bachelor of Education (Early Childhood). Minimum of five year's experience in the Early Childhood Education and Care sector.

**Note:** CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, & Section 20 – Direct promotion - general and CIT Enterprise Agreements.

**How to Apply:** Applicants are required to address the Selection Criteria and provide a current Resume along with the names of two referees. Positions may be offered on a full-time or part-time basis. The full-time salary noted above will be paid pro rata for part-time hours.

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

## **Design and Technology**

### **Floristry**

#### **Teacher of Floristry**

**Teacher Level 1 \$74,437 - \$99,320, Canberra (PN: 21425)**

Gazetted: 29 October 2019

Closing Date: 5 November 2019

**Details:** The department of Horticulture and Floristry is seeking an experienced floristry teacher to join their team. Horticulture is delivered at the Bruce CIT campus in a 4 ½-hectare purpose built, state of the art facility. Our team are dedicated, passionate, and highly skilled industry professionals. The Department of Horticulture and Floristry develop real skills in the form of real life projects for our students. Our dedicated teachers give students the skills to plan, design, interpret, construct and maintain gardens and high profile sports turf facilities and places of horticultural significance. The learning environment simulates a real worksite offering an opportunity for hands on experience using a diverse range of horticultural and agricultural tools and equipment. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

**Eligibility/Other Requirements:** Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021, sub-Clause 40.

New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must:

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

Where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs; and

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

All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

**Industry Experience**

In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021.

All employees at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

**Desirable**

Minimum Certificate III in Floristry

**Note:** This position also includes the co-ordination of community events, pop up shops, graduations, college, industry and institute events.

**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: Julie Collins (02) 6207 3024 julie.collins@cit.edu.au

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

**Design and Technology**

**Horticulture and Floristry**

**General Horticulture Teacher**

**Teacher Level 1 \$74,437 - \$99,320, Canberra (PN: 41725)**

Gazetted: 30 October 2019

Closing Date: 6 November 2019

Details: The Department of Horticulture and Floristry is seeking a full time teacher to deliver General Horticulture to apprentices and public students.

**Eligibility/Other Requirements: Mandatory Qualifications and/or Registrations/Licencing:**

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40.

New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and

At commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the *Standards for RTOs 2015*

Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or equivalent).

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

**Industry Experience**

In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017.

All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

Applicants must have a Certificate III or equivalent qualification in horticulture or related trade area.

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

**How to Apply:** Please provide a written response and a curriculum vitae to be provided as a minimum. Please include three referee reports, copies of qualifications, licences etc. There is a limit of 10MB and 10 documents per application in the online application.

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

Contact Officer: Julie Collins (02) 6207 3024 julie.collins@cit.edu.au

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

## Education and Training Services

### Trade Skills

#### Electrical Trades

##### Head of Department - Electrical Trades

##### Manager Education Level 1 \$122,965, Canberra (PN: 51894)

Gazetted: 29 October 2019

Closing Date: 5 November 2019

**Details:** Canberra Institute of Technology (CIT) is seeking a full-time Head of Department for Electrical Trades. Electrical Trades includes the program areas related to Electrical, Refrigeration and Air-conditioning and Electronics and is based at CIT Fyshwick. The position requires the ability to lead a team of teaching and support staff, to provide educational outcomes and meet compliance requirements for apprentices and general students, in a VET environment. The position also requires the ability to liaise with industry, students and other stakeholders for the Department, and manage the human, financial and educational resources. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:** A Certificate IV in Training and Assessment (such as the TAE40116 or equivalent) and a Diploma of Vocational Education and Learning are mandatory. A Diploma of Management and industry experience within a discipline related to apprenticeships are both highly desirable. However industry experience and training does not have to be in a discipline related to Electrical Trades.

**Note:** This is a temporary position available from 6 November 2019 until 20 December 2019 with the possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

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

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

Contact Officer: Josephine Whitfield (02) 6207 3218 [josephine.whitfield@cit.edu.au](mailto:josephine.whitfield@cit.edu.au)

## Chief Minister, Treasury and Economic Development

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

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

### Economic and Financial Group

#### Asset Liability Management

##### Finance and Operations Officer

##### Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 45233)

Gazetted: 28 October 2019

Closing Date: 4 November 2019

**Details:** The position of finance and operations officer plays a critical support role to the functions of the business unit. The occupant of this position is required to have a range of skills covering the areas of banking, accounting, finance (including investments and borrowings), contract management and procurement. 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:** The required skills and knowledge capabilities for this role include: demonstrated experience and knowledge with settlement processes for financial investment and borrowings, including the tasks and functions associated with master custody and investment administration services and ASX Austraclear; and demonstrated experience and capabilities in relation to the following systems: Sage Accounting System;

Government Budget Management System; TM1 Workbook. Demonstrated actual experience in relation to all of the duties and responsibilities in a Government financial investment and borrowing environment is required.

**Note:** This is a temporary position available immediately for up to 12 months with the possibility of extension and/or permanency subject to approval of an internal reclassification process. Selection may be based on application and referee reports only.

**How to Apply:** Please provide a written response of up to three pages addressing all Selection Criteria and the required Skills, Experience and Qualifications. Please also include your curriculum vitae.

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

Contact Officer: Patrick McAuliffe (02) 6207 0187 patrick.mcauliffe@act.gov.au

## **Access Canberra**

### **Licensing and Registrations**

#### **Liquor, Gaming and Hospitality Licensing**

##### **Licensing Officer**

#### **Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 14816, Several)**

Gazetted: 29 October 2019

Closing Date: 12 November 2019

**Details:** Do you have the desire and drive to deliver outcomes? If you enjoy working in a small team and being challenged, then this job is for you! Access Canberra's Licensing and Registrations Branch is seeking a highly motivated Licensing Officer. Access Canberra is all about giving people easy access to ACT Government regulatory services, payments and information while offering great customer experience. We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. The Licensing Officer will process applications for new licences, registrations and permits and the renewal of these on behalf of the Commissioner for Fair Trading and the ACT Gambling and Racing Commission. You will be a self-starter who accepts challenges and takes responsibility for delivering outcomes. 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 a disability and those who identify as LGBTIQ are encouraged to apply.

**Eligibility /Other Requirements:** To be successful in this role you will need to possess good organisational skills, be capable of managing multiple tasks and display a consistent commitment to providing exceptional customer service. You will communicate with all levels of management while contributing collaboratively as part of a multi-disciplinary team.

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

**How to Apply:** Interested candidates are requested to submit a two-page pitch detailing how you are the right person for this opportunity and providing examples to demonstrate how your skills, knowledge, behavioural capabilities and experience are suitable to the role. Please attach your curriculum vitae and the contact details of two current referees.

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

Contact Officer: Dale Pegg (02) 6207 0458 dale.pegg@act.gov.au

## **Commercial Services and Infrastructure**

### **ACT Property Group**

#### **Integrated Facilities Management**

##### **Senior Director, Integrated Facilities Management**

#### **Senior Officer Grade A \$145,048, Canberra (PN: 33746)**

Gazetted: 25 October 2019

Closing Date: 11 November 2019

**Details:** ACT Property Group are seeking a property and/or facilities management leader with experience and expertise in driving excellent, customer focused, services in a property/facilities maintenance and management service and the delivery of minor property upgrades at a senior management level. ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide government and community services. The group supports the ACT Government's delivery of its services through flexible, efficient



and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government. ACT Property Group has recently updated its structure. This position will be part of the senior management team leading implementation of the new arrangements and ensuring improved delivery of services to customers and stakeholders. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:** Applicants need demonstrated experience in property or a related discipline with membership of a related professional association (or the commitment and capacity to obtain this). Applicants must hold (or have the capacity to obtain) a White Card, Asbestos Awareness and current drivers licence. Relevant professional qualifications are highly desirable.

**Note:** An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months Or merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Applicants are required to provide a two page pitch that tells the Selection Committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should:

Show that you have the capabilities in “What you Require” section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

Demonstrate your capacity to perform the duties and responsibilities detailed in “What You Will Do” at the specified classification including examples of how you have done this in the past.

Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role. The pitch, a current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, along with contact details of at least two referees should be included in your application.

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

Contact Officer: Liz Clarke (02) 6205 2250 [liz.clarke@act.gov.au](mailto:liz.clarke@act.gov.au)

## **Commercial Services and Infrastructure**

### **ACT Property Group**

#### **Estate and Procurement Management**

#### **Senior Director, Estate and Procurement Management**

#### **Senior Officer Grade A \$145,048, Canberra (PN: 45629)**

Gazetted: 25 October 2019

Closing Date: 11 November 2019

**Details:** ACT Property Group are seeking an experienced property professional to be part of the senior management team in ACT Property Group managing ACT Government owned property. The position requires experience in: strategic property asset management including planning, maintenance and capital improvements; managing government procurement and contract programs; and effective planning and management of property use. ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide government and community services. The group supports the ACT Government’s delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government. ACT Property Group has recently updated its structure. This position will be part of the senior management team leading implementation of the new arrangements and ensuring improved delivery of services to customers and stakeholders. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:** Applicants need demonstrated experience in property or a related discipline with membership of a related professional association (or the commitment and capacity to obtain this). Applicants

must hold (or have the capacity to obtain) a White Card, Asbestos Awareness and current drivers licence. Relevant professional qualifications are highly desirable.

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

**How to Apply:** Applicants are required to provide a two page pitch that tells the Selection Committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should:

Show that you have the capabilities in “What you Require” section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

Demonstrate your capacity to perform the duties and responsibilities detailed in “What You Will Do” at the specified classification including examples of how you have done this in the past.

Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role. The pitch, a current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, along with contact details of at least two referees should be included in your application.

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

## **Commercial Services and Infrastructure**

### **ACT Property Group**

#### **Finance and Systems**

#### **Senior Director, Finance and Systems**

#### **Senior Officer Grade A \$145,048, Canberra (PN: 19058)**

Gazetted: 25 October 2019

Closing Date: 11 November 2019

Details: ACT Property Group is seeking an experienced finance professional to lead a team providing strategic and operational financial management, budget management, systems and IT support for the organisation. ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government. ACT Property Group has recently updated its structure. This position will be part of the senior management team leading implementation of the new arrangements and ensuring improved delivery of services to customers and stakeholders. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Applicants for this position must have current membership of a related professional Accounting association such as Institute of Public Accountants, CPA Australia, Institute of Chartered Accountants of Australia, or similar association, commitment to maintaining Continuing professional development and relevant qualifications. Applicants must also have a current driver's licence.

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

**How to Apply:** Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit the following: 1. A two page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should: 1. Show that you have the capabilities in “What you Require” section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities. 2. Demonstrate your capacity to perform the duties and responsibilities detailed in “What You Will Do” at the specified classification including examples of how you have done this in the past. 3. Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this

role. Also include a current curriculum vitae (CV) including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and contact details of at least two referees.

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

Contact Officer: Liz Clarke (02) 6205 2250 liz.clarke@act.gov.au

## **Workforce Capability and Governance**

### **Public Sector Management**

#### **Workforce Strategies**

##### **Director, Workforce Inclusion**

##### **Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 10288, expected vacancy)**

Gazetted: 29 October 2019

Closing Date: 5 November 2019

**Details:** Have you got a background in Inclusion Employment? Do you have experience in developing and implementing strategies and plans focussed on increasing employment opportunities for People with Disability and Aboriginal and Torres Strait Islander Peoples? As Director, Workforce Inclusion, you will take a hands on role in leading a small team developing and delivering a range of programs for inclusion groups in the ACTPS. You will also research, advise and undertake projects on workforce recruitment and retention initiatives and oversee the ACTPS Graduate Program and Veterans' Employment Strategy. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Note:** This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

**How to Apply:** Applicants are to address the Selection Criteria outlined 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: Denise Ernst (02) 6207 5995 denise.ernst@act.gov.au

## **Partnership Services Group**

### **Shared Services**

#### **Customer Support Services - Service Desk**

##### **Assistant Director Service Desk**

##### **Senior Information Technology Officer Grade C \$106,043 - \$114,146, Canberra (PN: 25092)**

Gazetted: 24 October 2019

Closing Date: 7 November 2019

**Details:** We are looking for an enthusiastic and motivated individual who can quickly establish rapport with staff and effectively maintain strong relationships with technical teams and stakeholders. As the Assistant Director, you would contribute not only to supervising first level Information and Communications Technology (ICT) staff and providing operational support, but lead future direction and drive change in line with the Customer Support Services Strategic Vision 2019/20.

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

**Note:** This is a temporary position available for three months with the possibility of extension up to 12 months. A pool may be established to fill future vacancies at level over the next 12 months.

**How to Apply:** Please review the Position Description for further details about the role and the capabilities required to perform the duties and responsibilities of the position. Please take note of the compliance requirements/qualifications to confirm your eligibility for the role. Please submit a written application of no more than two pages, contact details for at least two referees and a current curriculum vitae. The two page response must be written in the form of a pitch, indicating your capacity to perform the duties and responsibilities (what you will do and what you require). Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability and experience and how they make you the best person for the role.

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

Contact Officer: Deanne Allum-Walsh (02) 6207 7075 deanne.allum-walsh@act.gov.au

**Economic and Financial Group**

**Asset Liability Management**

**Assistant Director, Senior Financial Analyst**

**Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 45234)**

Gazetted: 28 October 2019

Closing Date: 4 November 2019

**Details:** The position of Assistant Director (senior financial analyst) plays a critical role in the development of financial investment and borrowing policies and the ongoing oversight of the investment portfolios and the financial borrowing obligations. The position is also responsible for the oversight and ongoing analysis of the Territory's defined benefit employer superannuation obligations. The occupant of this position is required to have a range of skills covering the areas of banking, accounting, finance (including investments and borrowings) and actuarial. 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:** The required skills and knowledge capabilities for this role include: demonstrated experience and knowledge of financial investment and borrowing related functions and activities; demonstrated experience and knowledge of the Commonwealth Government CSS and PSS defined benefit superannuation schemes; and strong financial modelling and analytical skills, supported by high level excel modelling experience. Tertiary and post graduate qualifications in finance and/or actuarial fields including membership of a professional finance and/or actuarial body is highly desirable.

**Note:** This is a temporary position available immediately for up to 12 months with the possibility of extension and/or permanency subject to approval of an internal reclassification process. Selection may be based on application and referee reports only.

**How to Apply:** Please provide a written response of up to three pages addressing all Selection Criteria and the required Skills, Experience and Qualifications. Please also include your curriculum vitae.

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

Contact Officer: Patrick McAuliffe (02) 6207 0187 patrick.mcauliffe@act.gov.au

**Treasury - Shared Services ICT**

**Technical Services**

**ICT Security**

**Assistant Director, Cyber Strategy and Governance**

**Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 31212)**

Gazetted: 30 October 2019

Closing Date: 15 November 2019

**Details:** Chief Minister, Treasury and Economic Development Directorate (CMTEDD) Shared Services is seeking applicants with experience in ICT security plans, risk management and/or compliance auditing and an understanding of privacy principles and security frameworks to perform the role of Assistant Director, Cyber Strategy and Governance, ICT Security. The successful applicant will perform security assessments of ICT infrastructure, systems and cloud services and advise clients from ACT Government directorates about security risk and compliance. They will also contribute to the maintenance of the ICT Security Framework of policies, standards and procedures, and the ongoing evolution of security services in ACT Government.

**Note:** This is a temporary position available immediately until 30 October 2020 with possible extension up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Applications should include a supporting statement of no more than two pages outlining your qualifications and experience against the required capabilities. Please also provide contact details of at least two referees and a current curriculum vitae.

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

Contact Officer: Meagan McClendon (02) 6207 2535 meagan.mcclendon@act.gov.au

**Communications**

**Whole of Government Communications and Engagement**

## **Content Strategy**

### **Assistant Director Content Strategy**

**Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 36213)**

Gazetted: 28 October 2019

Closing Date: 11 November 2019

**Details:** The Content Strategy Team within the Whole of Government Communications and Engagement Branch is looking for an energetic and driven communication professional to assist in the delivery of a whole-of-government content strategy. You will have demonstrated experience in content strategy development and implementation, and an understanding of contemporary techniques for creating user-centric content for digital channels, user research, analytics and the key principals of content design. 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:** Relevant tertiary qualifications and a minimum of five years' experience working professionally in digital communications is preferred.

**Note:** This is a temporary position available early December until January 2021 with the possibility of extension. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time. The ability to work flexibly with some out of hours work is required.

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

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

Contact Officer: Bernadette Brennan (02) 6207 6901 bernadette.brennan@act.gov.au

## **2020 Inclusion Vocational Employment Program, Participant**

**Various Entry Level Positions/Classifications From approximately \$50,000 per annum, Canberra (PN: Inclusion\_VEP\_2020)**

Gazetted: 28 October 2019

Closing Date: 1 December 2019

**Details:** The ACT Public Service (ACTPS) employs approximately 22,000 staff to deliver services and support government functions in the ACT. These services include, schools, hospitals, transport, parks, tourism, infrastructure, community services, administration and more. It is unique amongst Australian jurisdictions as we combine roles that other jurisdictions divide between state and municipal governments into one level of government. As a result, the ACTPS is a dynamic employer offering a diverse range of career opportunities and on many occasions the chance to see the direct impact of work you do in the community.

We are looking for people who have personal values that align with the ACTPS Values and Signature Behaviours; who are respectful, act with integrity, collaborate with others, and continuously look for ways to improve our services and skills. If this is you and you're looking to start a challenging and rewarding career where you'll have the opportunity to be a part of helping to shape Canberra's future, apply now. The ACT Public Service strives to be an innovative and skilled workforce and has a diverse range of positions available in several Directorates.

The 2020 Inclusion Vocational Employment Program provides successful applicants with:

- 12 months paid work experience (Note -this period may vary depending on the position and training undertaken);
- A commencing salary from approximately \$50,000 per annum (based on full-time and will be paid pro-rata for part-time);
- Work-place based training and where suitable and relevant, completion of a certificate qualification; and
- Permanent appointment to the ACT Public Service upon successful completion of the program.

Employment in this program will commence in 2020.

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

- Applicants must identify as a Person with Disability.
- Applicants must be at least 17 years of age.
- Prior to commencing in some positions, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required.

**How to Apply:** Applicants will need to attach the following documents to complete their application:

Completed 2020 Inclusion VEP Application Form, including the personal pitch, to a maximum of one page;

Current Resumé or Curriculum Vitae;  
Confirmation of Disability;  
Any on other documents you chose to provide in support of your application.

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

Further information about this program may be obtained by emailing the Inclusion Team at [inclusionemployment@act.gov.au](mailto:inclusionemployment@act.gov.au) or (02) 6207 2520.

Contact Officer: ACTPS Inclusion Employment Team (02) 6207 2520 [inclusionemployment@act.gov.au](mailto:inclusionemployment@act.gov.au)

**2020 Aboriginal and Torres Strait Islander Vocational Employment Program, Participant Various Entry Level Positions/Classifications From approximately \$50,000 per annum (Full-time), Canberra (PN: ATSI\_VEP\_2020)**

Gazetted: 28 October 2019

Closing Date: 1 December 2019

Details: The ACT Public Service (ACTPS) employs approximately 22,000 staff to deliver services and support government functions in the ACT. These services include, schools, hospitals, transport, parks, tourism, infrastructure, community services, administration and more. It is unique amongst Australian jurisdictions as we combine roles that other jurisdictions divide between state and municipal governments into one level of government. As a result, the ACTPS is a dynamic employer offering a diverse range of career opportunities and on many occasions the chance to see the direct impact of work you do in the community.

We are looking for people who have personal values that align with the ACTPS Values and Signature Behaviours; who are respectful, act with integrity, collaborate with others, and continuously look for ways to improve our services and skills. If this is you and you're looking to start a challenging and rewarding career where you'll have the opportunity to be a part of helping to shape Canberra's future, apply now. The ACT Public Service strives to be an innovative and skilled workforce and has a diverse range of positions available in several Directorates.

The 2020 Aboriginal and Torres Strait Islander Vocational Employment Program VEP provides successful applicants with:

- 12 months paid work experience (Note -this period may vary depending on the position and training undertaken);
- A commencing salary from approximately \$50,000 per annum (based on full-time and will be paid pro-rata for part-time);
- Work-place based training and where suitable and relevant completion of a certificate qualification; and
- Permanent appointment to the ACT Public Service upon successful completion of the program.

Employment in this program will commence in 2020.

**Eligibility/Other Requirements:**

- Applicants must be of Aboriginal and Torres Strait Islander descent.
- Applicants must be at least 17 years of age.
- Prior to commencing in some positions, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required.

**How to Apply:** Applicants will need to attach the following documents to complete their application:

Completed 2020 Aboriginal and Torres Strait Islander VEP Application Form, including the personal pitch, to a maximum of one page;

Current Resumé or Curriculum Vitae;

Confirmation of Aboriginality;

Any on other documents you chose to provide in support of your application.

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

Further information about this program may be obtained by emailing the Inclusion Team at [inclusionemployment@act.gov.au](mailto:inclusionemployment@act.gov.au) or (02) 6207 2520.

Contact Officer: ACTPS Inclusion Employment Team (02) 6207 2520 [inclusionemployment@act.gov.au](mailto:inclusionemployment@act.gov.au)

**Community Services**

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

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

**Children Youth and Families**

**Child and Youth Protection Services**

**Operations**

**Child and Youth Protection Professional 3 - Case Manager**

**Child and Youth Protection Professional Level 3 \$97,103 - \$102,049 (up to \$106,862 on achieving a personal upgrade), Canberra (PN: 32253, several)**

Gazetted: 28 October 2019

Closing Date: 22 October 2020

**Details:** The Children, Youth and Families division provides early intervention and prevention services to ACT children, young people and their families and provides services to children with developmental delays. Children, Youth and Families also works with key stakeholders in government and the community sector to provide child protection and youth justice services to children, young people, their families and their carers. Children, Youth and Families works to support vulnerable children and young people to be safe, strong and connected.

**Business Unit Overview**

The Child and Youth Protection Services (CYPS) has a statutory responsibility to support children, young people and families requiring a care or justice response. CYPS works in partnership with families, carers and community agencies to ensure children and young people are safe and achieve the best possible life outcomes. The functions of CYPS Operations, Case Management and Support include:

Delivering best practices in statutory service provision to children and young people.

Providing child centred case management and co-ordination functions including facilitating case conferences.

Preparing children, young people and their support network for transition from care.

Conducting child protection appraisals.

Supervising young people on community supervision orders.

Supporting court processes: prepare reports, applications and represent the Director General.

Ensuring compliance with legislation and policy.

Making decisions in accordance with principles and statutory obligations.

Supporting children and young people to have permanent and stable homes, including adoption.

**Position Objective**

The CYPP3 Case Manager role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by best practice trauma informed case management.

**Eligibility/Other Requirements:**

**Essential:**

Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline.

One (1) years' experience working with children, youth and/or families in a social work/case management role.

Current driver's licence.

**Additional Information:**

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

Educational, suitability and professional qualification checks may be carried out prior to employment.

**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. Permanent and temporary opportunities are available.

**How to Apply:** Applicants are to address the Selection Criteria located in the Position Description and provide a current curriculum vitae.

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

Contact Officer: Cassandra Pentreath (02) 6207 2431 [cassandra.pentreath@act.gov.au](mailto:cassandra.pentreath@act.gov.au)

**Children, Youth and Families**

**Child and Youth Protection Services**

**Child and Youth Protection Services**

**Project Officer**

**Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 07362)**

Gazetted: 25 October 2019

Closing Date: 8 November 2019

**Details:** The Administrative Services Officer Class 6 Project Officer works as part of the Child and Youth Protection Services (CYPS) executive team to deliver professional outcomes for CYPS, including undertaking project

management and reporting, secretariat functions, the creation and management of confidential documents including the creation of client briefs and the analysis and reporting of relevant information.

**Eligibility/Other Requirements:**

Current driver's licence

Proficiency with Microsoft Office product and database systems

**Desirable:**

Relevant tertiary qualifications in project management or related discipline is desirable.

**Note:** This is a temporary position available for three months with possible extension and/or permanency. An order of merit may be established from this process to fill identical temporary and/or permanent positions up to 12 months.

**How to Apply:** All applications, including your written response to Selection Criteria and a current curriculum vitae.

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

Contact Officer: Kim Brady (02) 6205 0408 kim.brady@act.gov.au

**Housing ACT**

**Client Services**

**Gateway Services**

**Team Leader**

**Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 03365)**

Gazetted: 29 October 2019

Closing Date: 12 November 2019

**Details:** Gateway Services is the primary access point into Housing ACT and provides a range of services including the Central Access Point (shopfront services), Assessment and Support (assessment and determination of applications for social and community housing), Allocations (matching and allocation of properties against established Housing needs registers) and the operational management of the Housing Asset Assistance program (HAAP). Gateway Services is seeking an enthusiastic, flexible and highly motivated person who enjoys working in a busy Human Services environment for the role of Team Leader. The primary focus of the Team Leader is to support and lead a team to deliver client centred services in a busy front line environment and establish networks and community linkages that contribute to outcomes for clients. The successful applicant will have strong interpersonal, liaison/negotiation skills with an adaptive leadership style to support and lead the development of individual and overall team performance to ensure the delivery of high quality customer services to a diverse client group. Community Services 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:** Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to: [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**How to Apply:** Applications should include your written response to the Selection Criteria, contact details of at least two referees and a current curriculum vitae.

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

Contact Officer: Gina Garrett (02) 6207 6006 gina.garrett@act.gov.au

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

**Housing ACT**

**Infrastructure and Contracts**

**Specialist Homelessness Service Delivery**

**Senior Contract Officer**

**Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 00041, several)**

Gazetted: 28 October 2019

Closing Date: 11 November 2019

**Details:** Do you want to make a positive difference to vulnerable people in our community? Specialist Homelessness Service Delivery is looking for enthusiastic and committed individuals to join the team in ensuring people who are experiencing homelessness or who are at risk of homelessness in the Canberra community have



access to high quality support services to assist in breaking cycles of disadvantage and homelessness. The successful applicants will possess, or have the ability to quickly acquire, sound contracting and negotiation skills within a human services environment. Team members play a vital role in contributing to the ongoing development of homelessness responses in the ACT, including early intervention supports, crisis responses, and initiatives supporting social inclusion for all Canberrans. 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:

Current Drivers Licence

Experience in using a range of IT business and office applications.

Desirable:

An understanding and knowledge of issues related to a human services portfolio.

Tertiary qualifications in a related discipline.

Demonstrated outcomes and previous experience in this area will be highly regarded.

Experience in a human services field and/or a relevant tertiary qualification

An understanding and knowledge, or the ability to quickly acquire, of Housing ACT and its role, function and services Government procurement and contract management experience, preferably in the human services sector.

**Note:** There are two positions available one permanent and one temporary with a possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** Applicants are asked to frame their Statement of Claims on no longer than three pages around the capability headings under the Selection Criteria part of the Position Description document, keeping in mind the duties and responsibilities of this position. It is not necessary to address each individual dot point. To assist you in responding to the criteria, please refer to the Team Member section of each capability of the ACTPS Shared Capability Framework.

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

Contact Officer: Biljana Petrova (02) 6205 1966 biljana.petrova@act.gov.au

**Housing ACT**

**Client Services**

**Gateway Services**

**Gateway Officer**

**Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 28902, several)**

Gazetted: 24 October 2019

Closing Date: 31 October 2019

**Details:** Gateway Services is the primary access point into Housing ACT and provides a range of services including the Central Access Point (shopfront services), Assessment and Support (assessment and determination of applications for social and community housing), Allocations (matching and allocation of properties against established Housing needs registers) and the operational management of the Housing Asset Assistance program. The Central Access Point is a busy operational unit performing a broad range of administrative services where clients are offered a high quality, outcomes focused and personal service experience through direct face to face engagement. Gateway Services is seeking enthusiastic, flexible and highly motivated people who enjoy working in a busy Human Services environment to deliver high quality client focused services to a diverse client group seeking housing assistance. As a Gateway Officer within the Central Access Point, the successful candidates will require a consistent and reliable work ethic, strong and efficient administration, liaison and negotiation skills and the ability to manage conflicting demands to meet deadlines and ensure a positive client experience. 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:** Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to: [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Note:** These are temporary positions available for six months with a possibility of extension and/or permanency. An order of merit may be established to fill future vacancies at level over the next 12 months.

**How to Apply:** Applications should include your written response to the Selection Criteria, contact details of at least two referees and a current curriculum vitae.

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

Contact Officer: Gina Garrett (02) 6207 6006 [gina.garrett@act.gov.au](mailto:gina.garrett@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.

## **Division of Director-General**

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

#### **Senior Director Quality, Complaints and Regulation**

##### **Senior Officer Grade A \$145,048, Canberra (PN: 11519)**

Gazetted: 25 October 2019

Closing Date: 1 November 2019

**Details:** An exciting opportunity for an experienced Senior Director has arisen in the Quality, Complaints and Regulation (QCR) branch, established to undertake oversight and statutory functions on behalf of the Director General. QCR provides quality analysis, internal complaints management, the functions of the Office of the Human Services Registrar, the Senior Practitioner; the Our Booris, Our Way review and the Secretariat and research support for the ACT Children and Young People Death Review Committee and the Child and Youth Protection Quality and Improvement Committee. The Senior Director will be responsible for the implementation and ongoing refinement of regulatory and compliance frameworks to ensure services are well-managed, well-governed and provided in an equitable and transparent way to achieve the strategic direction of the Directorate. The position requires a person who can contribute significantly to the Office of the Human Services Registrar. The successful applicant will have the opportunity to become involved in, and lead, elements of a significant change program relating to the regulatory oversight of human service providers. A high degree of initiative and personal responsibility are highly desirable for achieving agreed outcomes, to work independently with a high degree of autonomy and to apply matching interpersonal skills that will facilitate close co-operation with the human services sector and other areas of the ACT Government. This position will require working with a high degree of sensitivity and confidentiality, as well as a flexible approach in responding to tight deadlines. This position reports to the Executive Branch Manager, Quality, Complaints and Regulation.

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

Essential:

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

Desirable:

Educational, suitability and professional qualification checks may be carried out prior to employment.

**How to Apply:** Please provide a one page pitch addressing the position requirements and explaining why you are interested in the role, provide your curriculum vitae and the names of two referees.

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

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

## **Children, Youth and Families**

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

#### **Child and Youth Protection Professional Team Leader, Operations**

##### **Child and Youth Protection Professional Level 4 \$111,043 - \$119,146, Canberra (PN: 34296, several)**

Gazetted: 30 October 2019

Closing Date: 15 November 2019

Division Overview

The Children, Youth and Families division provides early intervention and prevention services to ACT children, young people and their families and provides services to children with developmental delays. Children, Youth and Families also works with key stakeholders in government and the community sector to provide child protection

and youth justice services to children, young people, their families and their carers. Children, Youth and Families works to support vulnerable children and young people to be safe, strong and connected.

#### Business Unit Overview

The functions of CYPS Operations, Case Management and Support include:

Delivering best practices in statutory service provision to children and young people.

Providing child centred case management and co-ordination functions including facilitating case conferences.

Preparing children, young people and their support network for transition from care.

Conducting child protection appraisals.

Supervising young people on community supervision orders.

Supporting court processes: prepare reports, applications and represent the Director General.

Ensuring compliance with legislation and policy.

Making decisions in accordance with principles and statutory obligations.

Supporting children and young people to have permanent and stable homes, including adoption.

#### Position Objective

The Child and Youth Protection Professional Team Leader role is focused on providing strong leadership to build an integrated multidisciplinary team that supports effective service delivery to meet our statutory obligations and deliver on our strategy of creating a continuum of care for our clients. In partnership with government and community stakeholders the Child and Youth Protection Professional Team Leader will work to keep children safely at home with their families, support children in permanent care and work to divert young people from the Youth Justice System. As a Child and Youth Protection Professional Team Leader you will lead an integrated multidisciplinary team to support effective service delivery to meet our statutory obligations. In partnership with government and community stakeholders you will work to keep children safely at home with their families, support children in permanent care arrangements and work to divert young people from the Youth Justice System.

#### Eligibility/Other Requirements:

##### Essential:

Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline.

Experience in collaboration to address needs, safety and wellbeing of children and young people.

Commitment to developing proficiency in Aboriginal and Torres Strait Islander culture

At least five years practice experience working with children, young people and their carers or families.

Current driver's licence

##### Desirable:

Diploma or relevant tertiary qualifications in human services or community services is highly desirable.

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

How to Apply: Applicants are asked to address the Selection Criteria located in the Position Description and provide a current curriculum vitae.

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

Contact Officer: Carol Harrison (02) 62075 2575 [cypsrecruitment@act.gov.au](mailto:cypsrecruitment@act.gov.au)

## **Education**

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

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

### **Business Services**

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

#### **Ministerial and Corporate Reporting**

#### **Cabinet Liaison Officer**

#### **Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 00141)**

Gazetted: 29 October 2019

Closing Date: 12 November 2019

**Details:** Do you have exceptional organisational skills are flexible and looking for your next rewarding challenge? Do you have well developed communication and interpersonal skills, an excellent knowledge of Cabinet and Assembly processes, high level written skills and time management? The Education Ministerial and Corporate Reporting team are looking for a motivated and organised Cabinet Liaison Officer who has the capacity to adapt

quickly to a new work environment and assist the Education Directorate to deliver timely and professional Cabinet services to the Education Executive, Minister's Office, Cabinet Office and Education line areas.

**Eligibility /Other Requirements:** To be successful in this role you must possess a well-developed understanding of Cabinet and Assembly and Machinery of Government processes. You will require expertise in government processes, strong strategic thinking skills, high level organisational skills, and a desire to build and maintain quality partnerships with a range of stakeholders.

**Note:** Selection may be based on application only.

**How to Apply:** Please submit your written application addressing the Selection Criteria and your current curriculum vitae. Interested applicants are encouraged to contact the Contact Officer prior to submitting your application.

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

Contact Officer: Karen Schofield (02) 6205 4775 karen.schofield@act.gov.au

## **Service Design and Delivery**

### **Student Engagement**

#### **Clinical Practice**

#### **School Psychologist**

#### **School Psychologist \$81,210 - \$116,546, Canberra (PN: 16934, several)**

Gazetted: 25 October 2019

Closing Date: 8 November 2019

Details: Are you a psychologist who is passionate about seeing children and young people thrive? ACT Education is seeking applicants for several permanent School Psychologist positions. Our School Psychologists work with students, their families and teachers to identify and address barriers to learning and mental wellbeing. In this role you will: conduct assessments in learning, social, emotional and behavioural domains and communicate assessment results and recommendations to parents or carers, teachers and relevant professionals; consult with parents or carers, teachers, school executive, external agencies and other members of the school community about interventions, services and support for students; identify and assess mental health issues and provide follow up support or refer to other mental health services; provide psychological intervention for a range of issues affecting children and young people and where appropriate their parents or carers; assist in the design and evaluation of effective prevention, early intervention and support programs for individuals, groups and school populations; and maintain registration requirements as a Psychologist with the Australian Health Practitioners Regulation Agency (AHPRA). The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Prior to commencing in this role applicants require: Full registration as a psychologist with the Psychology Board of Australia. A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information refer to

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804) It is highly desirable applicants hold a current Australian drivers' licence.

Note: There are several permanent positions available which commence on 27 January 2020. An order of merit will be established from this selection process and may be used to fill identical vacancies on a permanent or temporary basis over the next 12 months.

**How to Apply:** Please submit your current curriculum vitae, statement of claim addressing the selection criteria (maximum of five pages), two referees including your current supervisor and copy of your Psychology Board of Australia Certificate of Registration and Working with Vulnerable People Check.

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

Contact Officer: Joan Webb (02) 6207 6986 joan.webb@act.gov.au

## **Primary School Teachers: Preschool to Year 6**

### **Classroom Teacher \$71,113 - \$106,448, Canberra (PN: CT\_Various)**

Gazetted: 25 October 2019

Closing Date: 5 November 2019

Details: Better Pay, Better conditions - Teach in Canberra

In the world's most liveable city

Well-connected, Well-Funded, Well Planned, Well Resourced

Join ACT Education as a Primary School Teacher. As Australia's best rewarded and most compact school system you can explore all that teaching has to offer within the ACT.

Primary School Teachers

We are looking for Primary School teachers from Preschool to Year 6 who want to make a difference and bring their careers to Canberra. The improved lifestyle that comes from living in Canberra won't be the only thing to benefit from the move. Your teaching career will also benefit from a change to the Bush Capital. With fantastic employment conditions, great access to professional learning, and face to face networking opportunities our geographically compact nature means our teachers have more opportunities to collaborate and connect than any other jurisdiction

Be part of the Future

The ACT Government has a landmark strategy for the next decade in ACT Education and we'd like you to be a part of it. We call it the Future of Education and its core foundations are:

Students at the Centre

Empowered Learning Professionals

Strong Communities for Learning

Systems Supporting Learning

To find out more go to: <https://www.education.act.gov.au/our-priorities/future-of-education>

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

Be rewarded now and into your future

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

12% salary increase over the life of the new EA

Employer superannuation contributions increasing to 11.5%

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

Reduction in Primary Face to Face Teacher Hours from July 2020

Even more benefits to working for us

With Canberra being one of the fastest growing areas in Australia the ACT needs more teachers now and into the future. This growth presents more opportunities to teachers within our unique Directorate:

Within the ACT Education Directorate, you can have a career without needing to move towns to change jobs.

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

Your skills and experience

We have a wide range of settings for our primary school teachers, you may have a specialisation or have a more generalist background but either way there are plenty of opportunities in Canberra. We need you to bring:

Demonstrated capacity to develop and deliver effective, engaging and differentiated learning programs within the Australian Curriculum

Proven capacity to work as part of a team to draw on evidence and plan for student learning.

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

Your Application

If you are a Primary School Teacher, then please click <https://app.revelian.com/HorizonOneRMS/ap73869/> to commence the application process.

For any questions regarding this recruitment process please contact: [acteducation@horizonone.com.au](mailto:acteducation@horizonone.com.au)

Contact Officer: HorizonOne Recruitment 6207 5993 [acteducation@horizonone.com.au](mailto:acteducation@horizonone.com.au)

**School Performance and Improvement Division**

**North and Gungahlin Network**

**Harrison School**

**Building Service Officer 3**

**Building Service Officer 3 \$67,752 - \$71,593, Canberra (PN: 35307)**

Gazetted: 24 October 2019

Closing Date: 7 November 2019

**Details:** Harrison School is seeking a highly motivated person to undertake the position of Building Services Officer (BSO). Harrison School is a dynamic and complex Preschool to Year 10 School. We are seeking to employ a very proactive BSO who will work in close collaboration with the Corporate and Facilities Manager to maintain and improve our school. The position involves a wide variety of maintenance jobs and overseeing contractors undertaking major works. Must be a self-starter, able to work independently and with school staff to ensure a safe, clean and maintained environment.

**Eligibility/Other requirements:** An industry recognised trade qualification or equivalent work experience is desirable. Evidence of the completion of Asbestos Awareness Training delivered by a Registered Training Organisation is required. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

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

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

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

Contact Officer: Debbie Carne (02) 614 22200 [debbie.carne@ed.act.edu.au](mailto:debbie.carne@ed.act.edu.au)

**School Performance and Improvement**

**Tuggeranong Network**

**Theodore Primary School**

**Administrative Assistant**

**School Assistant 3 \$53,889 - \$57,998, Canberra (PN: 45536)**

Gazetted: 30 October 2019

Closing Date: 6 November 2019

**Details:** Theodore Primary School is seeking a highly experienced, energetic, organised and self-motivated officer to undertake the duties of School Administrative Officer. Under the direction of the Business Manager, the successful applicant will undertake a variety of tasks providing general administrative duties; following the Directorate's policies and assume the responsibility of student enrolments, student absences, records management to include a high-level of administrative skills and attention to detail. The successful applicant will have strong customer service and project skills, including overseeing the student reporting process. They will be proficient in the use of a variety of computer applications, including creating the school's newsletter and assisting in updating of the school's website and community notices/correspondence. The successful applicant will have the ability to advise on the implementation effective office work practices.

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

Highly Desirable: First Aid Certificate or a willingness to undertake appropriate training. Desirable: Certificate III or equivalent e.g. Business Administration (Education), Government (School Support Services). Knowledge of, or the willingness to learn Maze and School Administration System.

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

**How to Apply:** Applicants are required to provide a current curriculum vitae along with outlining of their skills, experience and suitability based on the Professional/Technical skills and knowledge as set out in the Position Description and address the selection criteria.

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

Contact Officer: Rose Rodriguez (02) 6142 3101 [rose.rodriguez@ed.act.edu.au](mailto:rose.rodriguez@ed.act.edu.au)

**School Performance and Improvement Division**

**North and Gungahlin Network**

**Harrison School**

**Preschool Assistant**

**School Assistant 3 \$53,889 - \$57,998, Canberra (PN: 21384)**

Gazetted: 28 October 2019

Closing Date: 11 November 2019

**Details:** Harrison School is a vibrant Preschool to Year 10 School. The successful applicant will be a member of a dynamic team within the Preschool. You will have proven ability to provide support to teaching staff and students to provide best outcomes for students, demonstrate high level of communication and organisation skills. The successful applicant will work closely with the Preschool staff, Executive staff and Corporate Manager.

**Eligibility/Other requirements:** Certificate III in Education and Care or equivalent. Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 will be required. For further information on Working with Vulnerable People registration refer to

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

**Note:** This position is available from the 27 January 2020. This position is part-time at (31:15) hours per week. Selection may be based on application and referee reports only.

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

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

Contact Officer: Debbie Carne (02) 614 22200 [debbie.carne@ed.act.edu.au](mailto:debbie.carne@ed.act.edu.au)

### School Performance and Improvement

#### Tuggeranong Network

#### Isabella Plains Early Childhood School

#### Building Services Officer

#### Building Service Officer 1 \$49,702 - \$54,276, Canberra (PN: 43130)

Gazetted: 28 October 2019

Closing Date: 11 November 2019

**Details:** Isabella Plains Early Childhood School is located in Tuggeranong and is a birth to eight integrated service. The school has a strong partnership with the Education and Care provider, and we work collaboratively across both services. We are seeking a highly motivated individual to fulfil the full-time role of Building Services Officer. Key to this role is maintaining the school buildings and grounds in a clean and tidy condition with regard to safety and security hazards and where necessary, organise emergency repairs. The successful applicant will build relationships with all stakeholders, including Education and Care Services and children, demonstrate initiative, prioritise tasks, problem solve and work with minimal supervision to ensure the school buildings and grounds are well maintained and cared for. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

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

**How to Apply:** Applicants 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: Jane Harrold (02) 6142 3777 [jane.harrold@ed.act.edu.au](mailto:jane.harrold@ed.act.edu.au)

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

### School Performance and Improvement

#### North and Gungahlin Network

#### Amaroo School

#### Principal

#### School Leader A 1 \$163,413, Canberra (PN: 40599)

Gazetted: 28 October 2019

Closing Date: 11 November 2019

**Details:** Amaroo School is a dynamic, inspiring and nurturing learning community dedicated to supporting all students to achieve their individual potential. We value diversity and the richness it brings to our school culture. We place very high expectations on all our students. All students are supported and encouraged to achieve their best at all times. Each student is expected to genuinely engage in achieving their goals. This position supports the Executive Principal in the leadership of Amaroo School. The Education Directorate is seeking a dynamic school leader to build strong community partnerships and engage the community of Amaroo School. The new principal will ensure the needs of all students are met in a timely way through the strategic use of resources, teams and the Education Support Office. With a strong focus on equity and inclusion, you will lead a consistent approach to learning across the school, ensuring there is a quality teacher in every classroom. As the leader of the school's executive team, you will collaboratively develop and assist leading the strategic direction of the school using a distributive model to build the capabilities and effectiveness of the leadership and teaching teams.

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

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

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

**How to Apply:** If you are interested in leading this Canberra public school please send your curriculum vitae (two pages) and statement of claims based on the leadership capabilities outlined in the application package (maximum six pages) and two referees. For more information about this opportunity, please contact the Contact Officer. In your application, we want to learn about the impact your leadership has had on improving outcomes for students, and what makes you the best person to be the next Principal of Amaroo School.

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

Contact Officer: Judith Hamilton (02) 6205 3313 [judith.hamilton@act.gov.au](mailto:judith.hamilton@act.gov.au)

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

## Business Services

### Strategic Finance and Procurement

#### Senior Director

#### Senior Professional Officer Grade A \$145,048, Canberra (PN: 39692)

Gazetted: 30 October 2019

Closing Date: 6 November 2019

**Details:** The Strategic Finance and Procurement branch of the ACT Education Directorate (the Directorate) requires a Senior Director to manage the staff and resources of the Budgeting and Reporting section of the branch to



deliver high quality financial services to the Directorate. As part of this role, the Senior Director Strategic Finance is responsible for the compilation of the Directorate's annual financial statements and annual budget submissions, as well as a range of financial reports to a number of internal and external stakeholders, and the development and maintenance of policies and procedures which comply with the *Financial Management Act 1996*. The successful applicant will have excellent technical accounting skills and the ability to liaise with a wide range of stakeholders on a broad range of accounting and financial issues to promote sound financial management practices within the Directorate. They will also have the ability to provide high level advice to senior officers, the Minister and other external stakeholders.

**Eligibility/Other Requirements:** Proven management experience; and appropriate tertiary accounting qualification and membership to CPA or ICA is desirable.

**Note:** This is a temporary position available immediately until 31 January 2020. Selection may be based on application and referee reports only. This position is available to ACT Government officers and employees only.

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

**Applications should be sent to the Contact Officer.**

Contact Officer: Peter Podnar (02) 6205 3145 peter.podnar@act.gov.au

## School Performance and Improvement

### Tuggeranong Network

#### Monash School

##### Deputy Principal - Monash School

##### School Leader B \$143,046, Canberra (PN: 04107)

Gazetted: 24 October 2019

Closing Date: 7 November 2019

Details: Monash School is seeking a highly motivated, dynamic and innovative School Leader B who will work closely with the Principal to implement the School Plan. The successful applicant will be responsible for whole school curriculum planning with an emphasis on maintaining effective pedagogical practices. Expertise in leading and fostering a Professional Learning Community will be vital to the position. Potential applicants should possess a strength in data collection and analysis, as well as using multiple sources of evidence to inform decision making. Monash School has a strong focus on inclusion so the School Leader B will have a proven ability to establish an inclusive and flexible school environment. They will possess a deep understanding of how to support the academic, social and emotional development of students with a range of complex needs and challenging behaviours. The position requires proficiency in managing outcomes within tight time frames and a high level of organisation.

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

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

**How to Apply:** 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: Matthew Holdway (02) 6142 1663 matthew.holdway@ed.act.edu.au

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

## School Performance and Improvement

### Belconnen Network

#### Kaleen Primary School

##### Deputy Principal

**School Leader B \$143,046, Canberra (PN: 34157)**

Gazetted: 30 October 2019

Closing Date: 13 November 2019

**Details:** Kaleen Primary School is seeking an innovative and dynamic school leader to join the school leadership team. The successful candidate will provide inspirational leadership, supervise and mentor (P-6) educators and work collaboratively with the principal to drive the improvement agenda. Applicants should demonstrate strength in leading literacy, numeracy, early childhood education, lead the school improvement agenda and be available to teach an appropriate School Leader B (SLB) load. The successful candidate will demonstrate expert knowledge and proven ability to bring together a community of learners - inclusive of children, educators, families and the wider community.

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

**How to Apply:** 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: Christopher Shaddock (02) 614 21750 [christopher.shaddock@ed.act.edu.au](mailto:christopher.shaddock@ed.act.edu.au)

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

**Service Design and Delivery**

**Student Engagement**

**Clinical Practice**

**Senior Psychologist**

**Senior Psychologist \$132,952, Canberra (PN: 44609)**

Gazetted: 25 October 2019

Closing Date: 8 November 2019

**Details:** Are you a leader in providing psychology services for children, young people and their families? ACT Education is seeking an experienced psychologist to fulfil the role of Senior Psychologist within Clinical Practice. As a Senior Psychologist you will: Support the Executive Branch Manager, Senior Director and Director to lead the strategic direction of the Student Engagement Branch within the Directorate and collaborate in the development of policies and processes. Collaborate with the senior psychology leadership group to deliver a dynamic, supportive, professional and evidence-based School Psychology service. Provide clinical supervision and professional practice support to school psychologists to improve student learning and wellbeing outcomes. Utilise well developed communication and interpersonal skills, along with high level contemporary psychological knowledge to provide consultation and advice to ACT Public School students, families and staff. Support the Student Engagement Branch response to critical incidents in schools in line with current evidence-based emergency management response and Directorate processes. Develop and deliver professional learning both within and external to the Education Directorate. Apply a range of strategies, assessments and interventions in direct work with children and/or young people to improve learning and psychological wellbeing. Reflect and regularly review one's own practice and performance to identify and respond to continuous professional development needs. Maintain registration requirements as a Psychologist with the Australian Health Practitioners Regulation Agency (AHPRA). Adhere to the Australian Psychological Society Code of Ethics and Ethical guidelines. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:** Prior to commencing in this role applicants require: Full registration as a psychologist with the Psychology Board of Australia. A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information refer to

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). It is highly desired the applicant has a minimum of five (5) years' experience as a fully registered psychologist, experience working with children, young people and families, is a Psychology Board of Australia Approved Supervisor and holds a current Australian drivers' licence.

Note: This is a permanent position which will commence on 27 January 2020. An order of merit will be established from this selection process and may be used to fill identical vacancies on a permanent or temporary basis over the next 12 months.

**How to Apply:** Applicants are to provide a curriculum vitae, statement of claims based on the Selection Criteria outlined in the application package (maximum of five pages) and two referees including your current supervisor. Please also include a copy of your Psychology Board of Australia Certificate of Registration and Working with Vulnerable People card.

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

Contact Officer: Joan Webb (02) 6207 6986 joan.webb@act.gov.au

## **Business Services**

### **Governance and Community Liaison**

#### **Ministerial and Corporate Reporting**

##### **Director, Cabinet and Assembly**

##### **Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 09404)**

Gazetted: 30 October 2019

Closing Date: 6 November 2019

**Details:** Are you a high performing Manager looking for your next rewarding challenge? Do you have exceptional managerial and interpersonal skills, an excellent knowledge of Cabinet and Assembly processes, high level written skills and well-developed time management capabilities? The Education Ministerial and Corporate Reporting team are looking for a motivated and collaborative manager who has the capacity to adapt quickly to a new work environment and manage a small team to deliver timely and professional Cabinet and Assembly services to the Education Executive, Minister's Office and Education line areas.

To be successful in this role you must possess an excellent understanding of Cabinet and Assembly and Machinery of Government processes, be effective in managing a small team, in a fast paced and collaborative environment. You will need expertise in government processes, strong strategic thinking skills, high level organisational skills, and a desire to build and maintain quality partnerships with a range of stakeholders.

**Note:** This is a temporary position available for a 12 month period with the possibility of extension. Interested applicants are encouraged to contact the contact officer prior to submitting an application.

**How to Apply:** Please submit a written application addressing the Selection Criteria and include your current curriculum vitae.

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

Contact Officer: Karen Schofield (02) 6205 4775.

## **Justice and Community Safety**

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

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

### **ACT Corrective Services**

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

##### **Community Operations**

##### **Aboriginal Client Support Officer**

##### **Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 42733)**

Gazetted: 24 October 2019

Closing Date: 4 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 an Aboriginal Client Support Officer. We are looking for a motivated person who will assist to achieve equitable outcomes for Aboriginal and Torres Strait Islander offenders, through the provision of advice to staff around the complexities of working with Aboriginal and Torres Strait Islander people in the criminal justice system. The successful applicant will build and maintain relationships with Aboriginal and Torres Strait Islander clients, Elders, stakeholders and community and also represent the agency at the Circle Sentencing Court.

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. Understanding of and sensitivity to Aboriginal and Torres Strait Islander cultural issues and issues relevant to other minority groups is essential. Experience working with offenders and relevant tertiary qualifications are highly desirable. Eligible candidates will be required to undergo a National police check. A current driver's licence is essential. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**How to Apply:** Applicants are required to submit four items: (1) statement of claims against specified Selection Criteria; (2) a current 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 five items.

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

Contact Officer: Alex Honeykats (02) 6207 3017 alex.honeykats@act.gov.au

## **ACT Corrective Services**

### **Executive Services**

#### **Intelligence and Integrity Unit**

##### **Senior Intelligence Analyst**

##### **Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 14163)**

Gazetted: 24 October 2019

Closing Date: 7 November 2019

Details: ACT Corrective Services (ACTCS) is seeking a motivated and conscientious person to fill the position of Senior Intelligence Analyst in the Intelligence and Integrity Unit. The successful applicant will support an intelligence-led, risk-based intelligence capability for ACTCS and be responsible for collecting, collating and evaluating information to produce intelligence. You will prepare written intelligence reports and deliver oral briefings to a range of stakeholders in line with organisational standards and requirements and use, maintain and monitor various ACTCS databases and systems (i.e. prisoner telephone system, offender management system, iBase) to identify patterns, trends or potential threats. In addition, you will assist in the delivery of intelligence specific training to employees across ACTCS and maintain contemporary knowledge of intelligence concepts and best practice in the criminal justice system and correctional environment. To be successful, you will be required to demonstrate exceptional communication and interpersonal skills and display high-level research and analytical skills. You will also demonstrate an ability to develop and compose complex workplace documents. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: The position holder must obtain and maintain a Negative Vetting Level 1 security clearance upon appointment to the position as a condition of employment. The successful candidate may be required to undergo a National police check. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: This is a temporary position available immediately for up to 12 Months.

**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: Merryn King (02) 6207 5533 merryn.king@act.gov.au

## **Emergency Services Agency**

### **Governance and Logistics**

#### **Fleet and Logistics**

##### **Logistics Support Officer**

##### **Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 20400, Several)**

Gazetted: 28 October 2019

Closing Date: 11 November 2019

**Details:** ACT Emergency Services Agency (ESA) is looking for two Logistics Support Officers who are comfortable with change and have a track record of providing a high level of customer service. These positions provide significant support in the delivery and implementation of ESA's key objectives. The ESA is about improving community safety for Canberrans whilst the city expands and the population grows. Governance and Logistics is about enabling the operational areas of ESA to better service the needs and expectations of the community allowing ESA to continue to deliver high safety outcomes for the ACT. The ACT Emergency Services Agency, an agency within the Justice and Community Safety Directorate, is responsible for emergency management and related support arrangements in the Territory. The Agency has four operational services;

ACT Ambulance Service (including SouthCare Aeromedical Rescue Service);

ACT Fire and Rescue;

ACT Rural Fire Service; and

ACT State Emergency Service

Expressions of Interest are sought for the position's of Logistics Support Officers. The successful applicants will report directly to the Assistant Director, Fleet and Logistics.

**Eligibility/Other Requirements:** Demonstrated experience in stores, warehousing, and purchasing. As this role involves delivery of goods. The possession of a current unrestricted driver's licence is required.

**Note:** There is two temporary position's available immediately for three months with the possibility of extension. An order of merit may be established to fill future vacancies at level. Selection may be based on application and referee reports only.

**How to Apply:** If you're interested in the role, please send through a two-page pitch with your curriculum vitae and contact details of at least two referees. The response should be written in the form of a pitch and should not specifically address the selection criteria but indicate your capacity to perform the duties and responsibilities at the specified classification. Detail your greatest achievement in the last five years and how it relates to this position and its duties; and outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role. Suitability for this position will be assessed on your Behaviour, Knowledge and Skills in relation to the duties/responsibilities listed in the Position Description.

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

Contact Officer: Stephanie Mundy (02) 6207 8264 stephanie.mundy@act.gov.au

## **Major Projects Canberra**

### **Executive Branch Manager, Project Management Office**

**Executive Level 1.3 \$236,451 - \$245,570 depending on current superannuation arrangements, Canberra (PN: E886)**

Gazetted Date: 30 October 2019

Closing Date: 8 November 2019

**Details:** Executive Branch Manager – Project Management Office

Deliver exceptional project outcomes

Lead and collaborate with multiple stakeholders

Harness expertise in best practice project management and governance

**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. It was established on 1 July 2019 to lead the procurement and delivery of the Territory's infrastructure program. Major Projects Canberra's responsibility is procuring and delivering infrastructure projects designated by the Chief Minister into Major Projects Canberra, and delivering other whole-of-government infrastructure projects in partnership with other Directorates. Within Major Projects Canberra, the Project Development and Support Group provides business case development and planning of major projects, business management, governance, risk management, financial control to implement policies and projects that support achievement of Major Project Canberra's performance goals. Reporting to the Executive Group Manager, Project Development and Support within the Major Projects Canberra, the **Executive Branch Manager, Project Management Office**, leads and directs the work of the various specialist teams delivering reporting systems, contracts, dispute resolution, capital works and construction policy (relating to procurement and project delivery), and across Major Projects Canberra and the ACT Government as required. In particular, the EBM Project Management Office is responsible for providing best practice advice,

contract development, along with project management and reporting support to those areas of Government responsible for delivering capital works projects.

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

**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](mailto:matthew.smee@hudson.com).

Applications close on cob 8 November 2019.

Your application will be treated in the strictest of confidence.

**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.

## **Major Projects Canberra**

### **Infrastructure Delivery Partners**

#### **Executive Branch Manager, Commercial Infrastructure**

#### **Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E751)**

Gazetted Date: 25 October 2019

Closing Date: 08 November 2019

#### **Executive Branch Manager – Commercial Infrastructure**

Deliver exceptional project outcomes

Lead and collaborate with multiple stakeholders

Harness expertise in procurement and project delivery

**Major Projects Canberra** is an ACT Government directorate which has responsibility for directing and managing all aspects of major projects invested in by the ACT Government. It was established on 1 July 2019 to lead the procurement and delivery of the Territory's infrastructure program.

Major Projects Canberra's responsibility is procuring and delivering infrastructure projects designated by the Chief Minister into Major Projects Canberra, and delivering other whole-of-government infrastructure projects in partnership with other Directorates. Major Projects Canberra will bear budget accountability for those projects and have accountability to the relevant Minister responsible for those projects. The first projects designated into Major Projects Canberra are the SPIRE Canberra Hospital project and City to Woden light rail (as well as finalisation of the Light Rail Stage 1 delivery phase). Other functions of Major Projects Canberra include contractor pre-qualification, project management and reporting, superintendency of works and coordination of WHS Active Certification.

The position of **Executive Branch Manager, Commercial Infrastructure**, is responsible for ensuring the efficient and effective procurement and delivery of commercial projects within Major Projects Canberra, as well as managing the reporting aspects of ACT Government Capital Works programs, on behalf of and in partnership with ACT Government directorates and agencies.

The **Executive Branch Manager, Commercial Infrastructure**, will provide strategic, and technical leadership within a dynamic, high profile and high-pressure working environment. Candidates will be 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 significant experience at an executive level with proven ability to balance 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](mailto:matthew.smee@hudson.com).

**Applications close on cob 8 November 2019.**

Your application will be treated in the strictest of confidence.

## **Major Projects Canberra**

### **SPIRE**

**Executive Group Manager, Project Director, SPIRE**

**Executive Level 2.4 \$327,547 - \$340,747 depending on current superannuation arrangements, Canberra (PN: E1112)**

Gazetted Date: 25 October 2019

Closing Date: 08 November 2019

### **Executive Group Manager – Project Director SPIRE**

Deliver exceptional project outcomes

Lead and collaborate with multiple stakeholders

Harness expertise on this landmark health project

**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 **Project Director, SPIRE** is a key role within Major Projects Canberra responsible for the delivery of the SPIRE project during the planning and procurement phase through to delivery and commissioning. The Project Director will be accountable for design, commercial, quality, time and budget outcomes as well as for the extensive clinical, community and governmental consultation and communications that a project of this type will demand.

Reporting to the Chief Projects Officer, the Project Director will directly manage a team of staff and contractors.

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 **Project Director SPIRE**, 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 commercial, technical engineering management and stakeholder objectives within a highly complex and diverse environment.

**Remuneration:** The position attracts a remuneration package ranging from \$327,547 to \$340,747 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$264,006.

**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](mailto:matthew.smee@hudson.com).

**Applications close on cob 8 November 2019.**

Your application will be treated in the strictest of confidence.

## **Transport Canberra and City Services**

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

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

**City Services**

**Roads ACT**

## Traffic Management and Safety

### Traffic Investigation and Planning Engineer

#### Infrastructure Officer 2 \$84,359 - \$97,055, Canberra (PN: 23597)

Gazetted: 30 October 2019

Closing Date: 11 November 2019

**Details:** Roads ACT are seeking candidates for the position of Traffic Investigation and Planning Engineer within the Traffic Management and Safety team. The position is critical and is responsible for the technical assessment of road safety and traffic management issues as well as managing the development and delivery of the Traffic Investigations and Minor New Works programs. Please see the Position Description for further details. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:** A suitable degree or diploma or other comparable qualification, or eligibility for membership of a suitable professional body. Experience in traffic engineering. Preferable a post-graduate qualification in Traffic Engineering/Transport Planning. Current driver's licence (C Class).

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

**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: Neil Pincombe (02) 6205 7067 neil.pincombe@act.gov.au

## City Services

### ACT NoWaste

#### Community and Industry Engagement

##### Education Officer

#### Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 42162)

Gazetted: 24 October 2019

Closing Date: 14 November 2019

**Details:** The ACT NoWaste Education team is responsible for developing and delivering targeted waste management and recycling education programs to engage with the broader ACT community in an attempt to raise awareness and influence better recycling practices. The Education Officer reports to the Education Team Leader and is responsible for administering the bookings and supporting the delivery of face to face education programs for school and community groups both at the Recycling Discovery Hub in Hume, and in the broader community at public events for ACT NoWaste. Own transport is required as the primary place of work is at the Recycling Discovery Hub located in Hume. 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:** Drivers' licence (C-Class) is required. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

**Note:** The position is part-time at 22.5 hours per week and the full-time salary noted above will be pro-rata. This is predominantly between 9am-3pm four days per week and requires occasional weekend and evening work to attend various events. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Please review the attached Position Description and submit your current curriculum vitae along with a two-page pitch, detailing your Skills and Experience against the Selection Criteria.

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

Contact Officer: Robbie Ladbrook (02) 6205 5417 robbie.ladbrook@act.gov.au

## Territory and Business Services



## **Libraries ACT**

### **Libraries ACT**

#### **Workforce Development Officer**

#### **Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 34397)**

Gazetted: 28 October 2019

Closing Date: 11 November 2019

**Details:** The Workforce Coordination team is responsible for the workforce planning, management of Human Resource (HR) processes, staffing policy and procedure development, and training and development of staff. They also manage the day to day operation of the business.

Design, deliver, coordinate and evaluate staff development programs and inductions to meet the strategic direction of Libraries ACT, in face to face and digital models.

Identify and report on emerging trends in workforce composition issues and activity as well as developing appropriate strategies.

Liaise with TCCS employees, other government directorates, non-government bodies and others on induction skills and development matters.

Assist the Workforce Coordinator in HR and recruitment processes, staff deployment and performance management.

Lead by example and encourage a collaborative, learning culture in the team across the library service.

Lead and coordinate a customer-focused, efficient team, providing support services to Libraries ACT.

This is a pivotal role within the Workforce Coordination Team and ensures staff learning is prioritised and training targets are achieved.

**Eligibility/Other requirements:** Recognised qualifications in Training and Assessment are highly desirable or a willingness to undertake training.

**Note:** This is a temporary position available immediately for a period of six months. Libraries ACT operate seven days a week and so this position requires working weekday and weekend shifts at any Libraries ACT location.

**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 to the Contact Officer.**

Contact Officer: Holly Hart (02) 6207 5107 [holly.hart@act.gov.au](mailto:holly.hart@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.

## **Transport Canberra**

### **Transport Canberra Operations**

#### **Bus Operator**

#### **Bus Operator - Training \$68,960, Canberra (PN: SDRT14, Several)**

Gazetted: 28 October 2019

Closing Date: 27 October 2020

Details: Bus Operators | Part-time permanent and casual positions available

Applications Open: 28 October 2019

Applications Closes: 27 October 2020

Classification: Bus Operator

Salary: During training: \$68,960 per annum or \$34.78 per hour

Upon successful completion of training: part-time: \$76,496 per annum or \$38.58 per hour; casual: \$38.58 per hour + 25%

Permanent part-time bus operator positions are available at a minimum of 20 hours per week and the above full-time salary noted above is paid pro-rata. Casual positions are on an as needs basis.

Position Numbers: SDRT14, several

Directorate: [Transport Canberra and City Services](#)

Contact Officer: Transport Canberra Operations Recruitment Team | [TCCS.TCRecruitment@act.gov.au](mailto:TCCS.TCRecruitment@act.gov.au)

DO YOU LOVE PROVIDING GREAT CUSTOMER SERVICE? ARE YOU AVAILABLE TO WORK DAYS, NIGHTS AND WEEKENDS? THEN WE WANT TO HEAR FROM YOU!

Transport Canberra is looking for new and experienced part-time and casual bus operators to join our team to deliver high-quality passenger services across Canberra.

We are seeking people with outstanding customer service skills, strong communication skills, fantastic personal presentation and a great driving record to help deliver around 19 million bus boardings each year. To be a successful bus operator you need to:

Have great map reading and time-keeping skills and be able to follow a regular schedule over specified routes of travel

Be able to operate a public transit vehicle, ensuring safe and comfortable carriage of all customers

Meet Transport Canberra's eligibility and suitability requirements

Demonstrate the TCCS values of safety, excellence, collaboration, respect, innovation and integrity

Transport Canberra offers great pay and benefits, as well as comprehensive training and licence upgrades. Further information is available in the [Transport Canberra Operations \(ACTION\) Enterprise Agreement 2018-2021](#).

Transport Canberra is establishing a pool of suitable applicants to become Bus Operators. This pool will be used to fill upcoming permanent part-time and casual positions over the next 12 months. If successful, you will be employed casually while undergoing 3-5 weeks of training. Positions will then be offered upon successful completion of the training course.

How to apply:

Complete the online application form.

Write a one-page pitch on why you would be a great Transport Canberra bus operator, tell us about your map reading and time-keeping skills and your experience in following a schedule, as well as your customer service skills and your commitment to displaying the behaviours and values of an organisation for which you have worked.

Attach the following documents to the online form:

Your resume and your one-page pitch

The completed '*Bus Operator Acknowledgement*' form

A copy of your Australian driver's licence

A current five-year Australian Driver History Check (from the relevant Australian state or territory authorities where you have lived)

A copy of your current Working with Vulnerable People registration or a copy of the receipt for your Working with Vulnerable People application

4. Submit the online application and supporting documents via the *APPLY NOW* button

Notes:

Want to know more about the Transport Canberra recruitment process, eligibility and suitability requirements?

Read *the Bus Operator Recruitment, Eligibility and Suitability Fact Sheet*

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.

## **Infrastructure Delivery and Waste Management**

### **ACT NoWaste**

#### **Community and Industry Engagement**

##### **Education Assistant**

##### **Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 45538)**

Gazetted: 29 October 2019

Closing Date: 12 November 2019

**Details:** The ACT NoWaste Education team is responsible for developing and delivering targeted waste management and recycling education programs to engage with the broader ACT community in an attempt to raise awareness and influence better recycling practices. We are seeking a team member with strong people skills, and ability to provide great customer service and show flexibility when working in a busy environment. Experience working with children is essential. The Education Assistant reports to the Education Team Leader and is responsible for supporting the delivery of face to face education programs and presentations for school and community groups both at the Recycling Discovery Hub in Hume and in the broader community at public events for ACT NoWaste. The Recycling Discovery Hub operates primarily in school hours 9am-3pm four days per week. This position may require occasional weekend and evening work to attend various events. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability, to apply.

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

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

Current driver's licence.

This position may involve some weekend and evening work to attend events as required.

**Note:** This position is part-time at 22.5 hours per week and the full-time salary noted above will be pro-rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. For more information about the role please contact the Contact Officer.

**How to Apply:** Applicants are asked to please submit your current curriculum vitae and a short statement of no more than two pages demonstrating how your experience and skills meet the Selection Criteria.

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

Contact Officer: Robbie Ladbrook (02) 6205 5417 [robbie.ladbrook@act.gov.au](mailto:robbie.ladbrook@act.gov.au)

### **Chief Operating Officer Group**

#### **Executive Branch Manager, Governance and Ministerial Services**

**Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E821)**

Gazetted: 25 October 2019

Closing Date: 8 November 2019

**Details:** Reporting to the Chief Operating Officer, the Executive Branch Manager, Governance and Ministerial Services works collaboratively with the Minister's Office, the Transport Canberra and City Services (TCCS) Executive and other senior members of the Directorate, the Project Board, Executives across the ACTPS, and key government and non-government stakeholders. He/she leads the Governance and Ministerial Services Branch and provides executive leadership on Governance for TCCS, and the development and prosecution of agreed corporate governance strategies. This includes developing and implementing a corporate governance framework which sets out accountabilities and responsibilities in the management of the performance of TCCS.

This role is responsible for the Directorate's Security and Emergency Management Program through implementation of protective security and emergency plans, policies, processes, and assessments as required by ACT Emergency Plans and the ACT Protective Security Policy Framework.

The role is also the Registrar for the ACT Veterinary Practitioners Board.

**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 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:** Further information about the position is available from Cherie Hughes, [cherie.hughes@act.gov.au](mailto:cherie.hughes@act.gov.au), (02) 6205 8316

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

### **Chief Operating Officer**

#### **Project Manager, Workplace 2.0**

**Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 44126)**

Gazetted: 30 October 2019

Closing Date: 13 November 2019

**Details:** This position provides an exciting opportunity to project manage the Workplace 2.0 Project (W2.0) for Transport Canberra and City Services (TCCS) which is to transition TCCS employees to an Activity Based Working (ABW) environment, as part of the Whole of Government 'Work Transformation Project'. The role will manage this inter-Directorate project, with responsibilities including engaging with different parts of TCCS and the ACT Government to assist with delivering a cohesive project that considers all facets of people and logistical requirements. The Project Manager will need to be energetic, passionate and driven with a delivery focus. The

position will report to the Chief Operating Office Business Manager and will support and develop project management activities and engage with stakeholders to enable the delivery of the Project. As a senior leader within TCCS, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style. This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development, and develop, engage and the right people to the right roles.

**Eligibility/Other Requirements:**

Desirable, but not essential:

Certification in PRINCE2/PMBOK or Australian Institute of Project Management or other recognised professional body and/or equivalent to a Cert IV or Diploma in program and project management is highly desirable.

Minimum of three years' experience in delivering projects related to the successful delivery of outcomes in a culture or people related project.

An understanding of, and commitment to the TCCS' aims, objectives and values.

**Note:** This is a temporary position available from 18 November 2019 until 30 June 2020 with possible extension up to 12 months. 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.

**How to Apply:** Interested candidates should submit a two-page pitch addressing the Selection Criteria and attaching a curriculum vitae, including contact details for two referees.

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

Contact Officer: Christina Rose (02) 6205 9401 christina.rose@act.gov.au

**City Services**

**ACT NoWaste**

**Strategic Coordination and Planning**

**Stakeholder Engagement and Acquisition Process Project Manager**

**Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 36380)**

Gazetted: 29 October 2019

Closing Date: 12 November 2019

**Details:** ACT NoWaste, as part of Transport Canberra and City Services (TCCS), are seeking an experienced person to undertake critical Stakeholder Engagement and Planning Activities for the upgrade/relocation of the current ACT NoWaste operating facility at, the Mitchell Resource Management Centre (MRMC). This role will be responsible for strategic engagement, planning and issues management with key stakeholders across ACT Government Directorates including, Education Directorate (EDU), Environment, Planning and Sustainable Development Directorate (EPSDD), Transport Canberra and City Services (TCCS), Treasury (Chief Ministers Treasury and Economic Development Directorate (CMTEDD)), and any others applicable. This engagement will: undertake the development, submission and approval processes required for progress an EPBC referral, an EIS or a TPV;

generate a project plan for the completion of the project, this will include the identified planning activities, decision points and key documentation requirements related to the process required by ACT NoWaste; assist in the land acquisition process;

identify relevant stakeholders and develop a management and engagement plan for their ongoing collaboration;

identify and document project requirements with a whole of government focus;

document the impact of relocating or remaining on the existing site. This will include developing a thorough understanding the MRMC current and future operational requirements and the viability of all options;

contribute to the site identification decision making process, including assessment of sites against the project requirements and current and future capabilities;

identify all budgetary requirements in line with the ACT Government budgetary cycle, including any contingency;

engage external consultancies, as required;

develop the documentation to go to Tender for the engagement of a consultancy to deliver a Feasibility Study identifying the preferred design option to deliver the upgraded or replacement MRMC with all required capabilities and future expansion potential: and project manage this undertaking.

The delivery of the overall procurement strategy and ongoing discussions on the potential delivery models form part of the activities of this role and will contribute to the final delivery model being presented in an open tender process for the Design and Construction of the new MRMC. This role requires the ability to communicate clearly to all parties, be accountable for the delivery of identified actions, maintain the agreed to schedule, be commercially astute when considering options and maintain records associated with the delivery of this project.

**Note:** This is a temporary position available immediately up until 30 June 2020.

**How to Apply:** Interested applicants are requested to submit an Expression of Interest of no more than one page and a curriculum vitae addressing their suitability and availability for the role.

**Applications should be sent to the Contact Officer.**

Contact Officer: Ann Denholm (02) 6205 4100 ann.denholm@act.gov.au

## **ACT Health**

ACT Health

Health Systems, Policy and Research

Health Protection Service

Environmental Health

Customer Service Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 34462)

Date Advertised Gazette: 29 October 2019

Closing Date: 12 November 2019

Details: Are you looking for an interesting and diverse career? ACT Health's Health Protection Service may have the role for you in the Environmental Health section. The role of Environmental Health section is to protect and promote the good health of the ACT community through the fostering of safe and healthy environments.

Environmental Health section provides information, policy development, monitoring and enforcement in relation to a wide range of public health activities. As a customer service officer, you will be required to provide high level customer service, quality assurance, support management and manage public health complaints within Environmental Health. The position is also responsible for liaising with food businesses, healthcare facilities, and the general public regarding a wide range of public health activities. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

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

How to Apply: Please ensure that you address each criteria in your application. Your statement of claims against the selection criteria should summarise how your skills and experiences would enable you to fulfil the responsibilities of the position. It is therefore in the interests of candidates to present their application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them. These are the key measures for how you will be assessed in conjunction with your curriculum vitae and experience. The online application form requires a written response and a curriculum vitae to be provided as a minimum. Please attach referee reports as part of your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Caitlin Levey (02) 5124 9261 caitlin.levey@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; 31 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](mailto:margaret.stewart@act.gov.au)

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

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

##### **Executive Officer**

##### **Senior Officer Grade C \$106,043 - \$114,146 , Canberra (PN: 39845)**

Gazette date; 31 October 2019

Closing Date: 11 November 2019

**Details:** The Health System Planning and Evaluation Division sits within the Health System Policy and Research Group, and is led by the Executive Group Manager, Health System Planning and Evaluation. The Health System Planning and Evaluation Division works across the ACT health sector with public, private and non-government service providers and consumers to:

Identify health service needs;

Undertake analysis of health status information, service activity, clinical trends and technology mapping to inform future services and capital planning;

Drive major service redesign initiatives across the territory;

Provide project support across the ACT Health Directorate;

Manage contracts and funding agreements with non-government organisations and;

Manage service delivery of programs for the Ngunnawal Bush Healing Farm.

The Executive Officer is responsible for providing high-level strategic advice and executive support to the Executive Group Manager. This includes co-ordination of activities undertaken within the Executive Office, with supervision on day-to-day activities of all staff within the executive office.

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

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

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

**How to Apply:** In two pages or less tell us why you want the role and outline your Skills, Experience and Suitability based on the requirements of the role as set out in the Selection Criteria and Position Description. Please submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referee details.

Applications should be submitted via the Apply Now button below.

**Contact Officer:** Tara Gower (02) 5124 9983 [tara.gower@act.gov.au](mailto:tara.gower@act.gov.au)

### **Canberra Health Services**

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

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

**Clinical Services**

**Women Youth and Children**

**Women and Babies**

**Obstetrics and Gynaecology**

**Senior Specialist \$222,205, Canberra (PN: 27511, several)**

Gazetted: 31 October 2019

Closing Date: 18 November 2019

Overview of the work area and position: These opportunities suit highly skilled clinicians with extensive experience in the practice of evidence based Obstetrics and Gynaecology. The successful candidates will provide leadership, and work as a team member while demonstrating a commitment to teaching medical students, residents, registrars as well as nursing/midwifery and allied health professionals. Demonstrated commitment to all aspects of clinical governance, demonstrated high level communication and interpersonal skills and demonstrated experience conducting and leading research and audit in relevant areas of practice are essential criteria. The Specialist will be required to manage inpatients referred to the Obstetrics and Gynaecology service at the new Centenary Hospital for Women and Children, participate on the on-call Obstetrics and Gynaecology roster, conduct outpatient clinics and contribute to the teaching program of ANU Medical School. The Department of Obstetrics and Gynaecology at Canberra Hospital provides tertiary level obstetrics and gynaecological services to the ACT and surrounding regions. Canberra Hospital has more than 3700 births per year and is a level 6 referral centre for high risk pregnancies for the region. It is the only tertiary care perinatal unit between Sydney and Melbourne and has a busy Fetal Medicine Unit. The department is accredited by RANZCOG for the FRANZCOG Training Program and subspecialty training in Maternal Fetal Medicine. Canberra Hospital's Centre for Newborn Care has over 650 admissions per year. The Department provides gynaecological services to the same region with support for gynaecological oncology from Royal Women's Hospital, Randwick. It also provides an Adolescent Gynaecology service supported by a visiting specialist from Melbourne. The department has a well-supported RANZCOG training programme including those rotated to other metropolitan and rural rotations. It is expected that the successful candidate participates in the training of the RANZCOG trainees. There is an active junior doctor programme which is producing quality trainees interested in continuing in Obstetrics and Gynaecology. Involvement in departmental teaching and research is encouraged and supported. There is a strong commitment to quality and audit. The new Centenary Hospital for Women and Children (CHWC) at the Canberra Hospital co-locates Maternity, Gynaecology, Neonatal, Paediatric and Adolescent services with enhanced models of care to meet the needs of the ACT and surrounding region. Plans are in place for further expansion of CHWC to accommodate more postnatal beds, expanded Maternity Assessment Unit, Gynaecological Procedure Suite and Neonatal Intensive Care facilities. The successful candidate is expected to contribute to the existing services and also to contribute to service development in the department. ACT Health is developing the Specialty Services Plan, which is a strategic development of the services for the future. The services at CHWC are also expanding as part of the territory wide plan. As part of the expansion of services, special interests or subspecialty interests in the area of maternal fetal medicine and emergency gynaecology would be advantageous. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, \$360,864 Eligibility/Other Requirements: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA). o Registered or eligible for registration for Fellowship of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) or equivalent specialist qualifications. o Has been employed by a hospital on the maximum pay for a Specialist for a period of at least three years and has gained such experience and attained such ability in his or her speciality as is deemed by the employer to justify appointment to the classification. Please note prior to commencement successful candidates will be required to: o Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). o Undergo a pre-employment Police check. o Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Contact Officer: Assoc. Prof Boon Lim, Clinical Director (02) 5124 47591 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606

**Clinical Services**

**Women Youth and Children**

**Womens and Babies**

**Obstetrics and Gynaecology**

**Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 27511, several)**

Gazetted: 31 October 2019

Closing Date: 18 November 2019

Overview of the work area and position: These opportunities suit highly skilled clinicians with extensive experience in the practice of evidence based Obstetrics and Gynaecology. The successful candidates will provide leadership, and work as a team member while demonstrating a commitment to teaching medical students, residents, registrars as well as nursing/midwifery and allied health professionals. Demonstrated commitment to all aspects of clinical governance, demonstrated high level communication and interpersonal skills and demonstrated experience conducting and leading research and audit in relevant areas of practice are essential criteria. The Specialist will be required to manage inpatients referred to the Obstetrics and Gynaecology service at the new Centenary Hospital for Women and Children, participate on the on-call Obstetrics and Gynaecology roster, conduct outpatient clinics and contribute to the teaching program of ANU Medical School. The Department of Obstetrics and Gynaecology at Canberra Hospital provides tertiary level obstetrics and gynaecological services to the ACT and surrounding regions. Canberra Hospital has more than 3700 births per year and is a level 6 referral centre for high risk pregnancies for the region. It is the only tertiary care perinatal unit between Sydney and Melbourne and has a busy Fetal Medicine Unit. The department is accredited by RANZCOG for the FRANZCOG Training Program and subspecialty training in Maternal Fetal Medicine. Canberra Hospital's Centre for Newborn Care has over 650 admissions per year. The Department provides gynaecological services to the same region with support for gynaecological oncology from Royal Women's Hospital, Randwick. It also provides an Adolescent Gynaecology service supported by a visiting specialist from Melbourne. The department has a well-supported RANZCOG training programme including those rotated to other metropolitan and rural rotations. It is expected that the successful candidate participates in the training of the RANZCOG trainees. There is an active junior doctor programme which is producing quality trainees interested in continuing in Obstetrics and Gynaecology. Involvement in departmental teaching and research is encouraged and supported. There is a strong commitment to quality and audit. The new Centenary Hospital for Women and Children (CHWC) at the Canberra Hospital co-locates Maternity, Gynaecology, Neonatal, Paediatric and Adolescent services with enhanced models of care to meet the needs of the ACT and surrounding region. Plans are in place for further expansion of CHWC to accommodate more postnatal beds, expanded Maternity Assessment Unit, Gynaecological Procedure Suite and Neonatal Intensive Care facilities. The successful candidate is expected to contribute to the existing services and also to contribute to service development in the department. ACT Health is developing the Specialty Services Plan, which is a strategic development of the services for the future. The services at CHWC are also expanding as part of the territory wide plan. As part of the expansion of services, special interests or subspecialty interests in the area of maternal fetal medicine and emergency gynaecology would be advantageous. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$272,410 - \$331,380 Eligibility/Other Requirements: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA). o Registered or eligible for registration for Fellowship of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) or equivalent specialist qualifications. Please note prior to commencement successful candidates will be required to: o Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). o Undergo a pre-employment Police check. o Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Contact Officer: Assoc. Prof Boon Lim, Clinical Director (02) 5124 47591 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606

**Clinical Services**

**Cancer Ambulatory and Community Health Support**

**Mammography Screening**

**Radiologist BreastScreen ACT**



### **Visiting Medical Officer (VMO) Sessional & Fee for Service rates, Canberra (PN: TBA)**

Gazetted: 31 October 2019

Closing Date: 11 November 2019

Overview of the work area and position: BreastScreen ACT is seeking expressions of interest from experienced BreastScreen radiologists to undertake the role of Program Radiologist - Visiting Medical Officer (VMO) for the ACT. The successful applicant/s will be required to provide holistic, best practice, breast imaging, mammographic screen reading and interventional services for women participating in the BreastScreen ACT program. BreastScreen ACT currently screens up to 19,500 women per year with an average recall to assessment rate of 5%. The successful candidate/s will be offered a VMO contract in accordance with the provisions of Part 7 of the Health Act 1993. Salary, Remuneration and Conditions: Visiting Medical Officer Sessional & Fee For Service Rates: Visiting Medical Officer Contracts will be for a 3 year term. The generic VMO contract is available online: <http://www.legislation.act.gov.au/ni/2013-381/default.asp> Eligibility/Other Requirements: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA) as a Radiologist with current unconditional registration. o Fellowship of the Royal Australian and New Zealand College of Radiologists or an equivalent specialist qualification. o Participate in continuing professional development. 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: Visiting Medical Officer Contracts will be for a 3 year term. The generic VMO contract is available online: <http://www.legislation.act.gov.au/ni/2013-381/default.asp> Contact Officer: Yvonne Epping (02) 5124 1826 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

### **Infrastructure and Health Support Services**

#### **Health Infrastructure Program**

#### **Health Infrastructure Program**

#### **Senior Manager, Capital Project Delivery**

#### **Infrastructure Officer 5 \$150,690, Canberra (PN: 45392)**

Gazetted: 31 October 2019

Closing Date: 7 November 2019

***Our Vision: creating exceptional health care together***

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

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range publicly funded health facilities, programs and services including but not limited to:

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

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

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

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

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

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

The Infrastructure and Health Support Services (IHSS) Group is responsible for the infrastructure delivery and maintenance and a diverse array of non-clinical support services with the primary focus of delivering timely patient centric solutions across the CHS organisation. The Senior Manager Capital Project Delivery reports to the Director of Capital Project Delivery, IHSS and is a senior leadership role within IHSS responsible for the Major Works team that deliver critical Health Infrastructure projects. The role will ensure that capital project delivery is aligned to CHS strategic objectives and will lead and promote a positive team culture of collaboration and continuous improvement within the IHSS Capital Project delivery area.

**Eligibility/Other Requirements:**

**Mandatory:**

Tertiary qualifications in a building related discipline or a building trade qualification, and/or at least 10 years of building related project management experience.

**Desirable:**

Experience in the delivery of major infrastructure projects within an operating health environment  
Experience working within a public sector and /or demanding client project environment.

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

Undergo a pre-employment National Police check.

**Note**

The position will be for a period of two years with the possibility of extension or permanency. Selection may be based on application only.

Contact Officer: Dave Gilbert 0466 845 732 dave.gilbert@act.gov.au

**Infrastructure Management and Maintenance**

**Infrastructure and Health Support Services**

**Facilities Management**

**Maintenance Manager**

**Senior Officer Grade A \$145,048, Canberra (PN: 39642)**

Gazetted: 31 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

Facilities Management (FM) is located at Level 1, Building 1, The Canberra Hospital, Garran, Canberra. FM are responsible for facilities management services across all CHS properties (Acute and Non-Acute), buildings, plant and non-clinical equipment. These services include high quality and timely planned and reactive maintenance and technical trade skill repairs.

The Maintenance Manager role reports to the Facilities Director and will undertake activities to support the delivery of planned and reactive maintenance, and repairs, for the Canberra Hospital and other facilities across the ACT. The asset portfolio is a diverse and complex range of systems and essential infrastructure that support the critical nature of a Health service delivery model.

The Maintenance Manager is responsible for approximately 36 trade positions across three distinct internal divisions; Building, carpentry and building fabric related trade groups; Mechanical and Hydraulic, fitters and plumbing trade groups; and, Electrical, Refrigeration and HVAC trade groups. Additionally, FM utilises over 30 separate specialised trade contracts, supporting specialised planned maintenance tasks. When necessary FM also engage many specialised contractors to support reactive day to day work orders, these contractors include Plumbers, Electricians, Carpenters and HVAC specialists.

The Maintenance Manager will be responsible for ensuring that planned and reactive maintenance and repairs are delivered on time and within budget, whilst minimising any delays and reductions in the services offered across the various CHS Facilities.

Stakeholder management and reporting are vital, with monthly finance and maintenance data are required to ensure that key milestones and performance indicators are met.

The Maintenance Manager will be responsible for ensuring business continuity across CHS infrastructure is maintained and will be responsible for implementing strategies to ensure this is achieved.

Eligibility/Other Requirements:

Desirable:

Must maintain tertiary qualifications in a building related discipline or a building trade qualification, and/or at least 10 years of building-related project management, maintenance or service experience is desirable.

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 12 months with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Chris Tarbuck 0466 478 145 [chris.tarbuck@act.gov.au](mailto:chris.tarbuck@act.gov.au)

## Medical Services

### Medical Imaging

#### Ultrasound

##### MI4.1 Sonographer

**Medical Imaging Level 4 \$116,646, Canberra (PN: 28809, Several)**

Gazetted: 31 October 2019

Closing Date: 12 November 2019

***Our Vision: creating exceptional health care together***

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

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range publicly funded health facilities, programs and services including but not limited to:

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

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

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

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

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

#### **Overview of the work area and position:**

Full time and part time positions available. These positions requires a high level of specialist knowledge to provide novel complex and critical ultrasound service delivery under broad supervision of the MI5. This is a Clinical health MI4.1 role which requires the applicant to demonstrate a specialist level of ultrasound knowledge, skills experience and professional leadership. Independent professional judgement in problem solving and service management is required to deliver the essential ultrasound service of a major tertiary hospital.

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

##### **Mandatory:**

- A degree or diploma in Medical Ultrasound or equivalent qualifications.
- Current registration with the Australian Sonographer Accreditation Registry.

##### **Desirable:**

- Minimum 5 Years ultrasound experience.

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

Comply with Canberra Health Service credentialing requirements for allied health.

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

Undergo a pre-employment National Police check.

**Note:** An order of merit will be established which may be used to fill future full-time and/or part time, permanent and temporary positions at level, which may arise over the next 12 months. The successful applicant will be

required to participate in the weekend and out of hours on call roster. Applicants must provide two written referee reports which address the selection criteria. Selection may be based on written application and referee reports only.

Contact Officer: Leigh Bush (02) 6244 2467 [leigh.bush@act.gov.au](mailto:leigh.bush@act.gov.au)

## **People and Culture**

### **Staff Development Unit**

#### **Clinical Nurse Educator**

#### **Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 29900)**

Gazetted: 31 October 2019

Closing Date: 12 November 2019

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

Our Values: Reliable, Progressive, Respectful and Kind

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

Seven 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

This position reports to the Assistant Director and Director of SDU and works in partnership with clinical teams from across the health service to ensure the delivery safe and effective care to health care consumers. Staff Development Unit (SDU) is located on the Canberra Hospital campus and reports to the Executive Group Manager, People and Culture. SDU provides a key coordination role for Learning and Development (LD) in CHS and provides education, including eLearning courses for clinical, technical, vocational and administrative staff in a broad range of learning and development programs which are based on the National Quality and Safety Health Service Standards and needs of the organisation. SDU manages the systems, reporting and policies for education/training in CHS.

Eligibility/Other Requirements

Mandatory:

Current un-conditional registration or eligibility for un-conditional registration as a Registered Nurse with the Nursing and Midwifery Board of Australia.

Extensive diverse and current clinical experience that includes venepuncture and cannulation.

Sound understanding of education and adult learning.

Desirable:

Commitment and accountability to own learning, development and practice with postgraduate qualifications in a nursing specialty /or education with extensive relevant experience.

Certificate IV Training and Assessment or equivalent competency units with extensive experience in teaching.

Recent health education or CDN experience

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

Undergo a pre-employment National Police check.

**Contact Officer:** Deborah Moore (02) 51247057 [deborah.moore@act.gov.au](mailto:deborah.moore@act.gov.au)

## **Infrastructure and Health Support Services**

### **Health Infrastructure Service Recurrent**

#### **Senior Carpenter**

Senior Building Trade \$77,134 - \$82,486, Canberra (PN: 21186)

Gazette date; 31 October 2019

Closing Date: 12 November 2019

Our Vision: creating exceptional health care together

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

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

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

At CHS we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. CHS is a smoke free environment, across all buildings, grounds and vehicles. CHS offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee.

Infrastructure and Health Support Services is responsible for the project delivery, maintenance and asset management of Canberra Health Services property portfolio. Facilities Management (FM) is located at level 1, Building 1, The Canberra Hospital, Garran, Canberra. FM are responsible for facilities management services across all Canberra Health Services properties (Acute and Non-Acute), buildings, plant and non-clinical equipment. These services include high quality and timely planned and reactive maintenance and technical trade skill repairs. Under the direction of the building Supervisor, the senior carpenter shall undertake planned and reactive maintenance and repairs located at the Canberra Hospital. The senior carpenter will be responsible for overseeing the day to day operations of the carpenter's workshop and allocating work orders to the relevant trade person within the workshop. The senior carpenter shall also undertake minor improvement works as directed by management, ensuring compliance with safety standards, codes of practice and relevant procedures.

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

**Desirable:** Confined Space training, Working at Heights training,

**Mandatory:** Certificate III in carpentry Asbestos awareness training,

General induction white card.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note Working hours are 38hrs per week with one rostered day off (RDO) per fortnight.

**Contact Officer:** Leo Grant (02) 5124 8166 [leo.grant@act.gov.au](mailto:leo.grant@act.gov.au)

#### **Clinical Services**

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

##### **Women and Babies**

##### **Midwife**

**Registered Midwife Level 2 \$93,151 - \$98,728, Canberra (PN: 29061)**

Gazetted: 31 October 2019

Closing Date: 14 November 2019

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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

The Centenary Hospital for Women and Children is a tertiary centre for the ACT and surrounding regional areas, providing specialised maternity care to all risk women and babies.

The maternity service provides a well-established 'Midwifery Group Practice' continuity model providing continuity of midwifery care to 30% of the hospitals birthing women. The continuity teams - both 'low risk' and 'all risk', are based in the hospitals Birth Centre and women may be allocated to birth in the Birth Centre or on the hospitals main Birthing service. The program is also currently running a publically funded homebirth trial to women meeting eligibility requirements and also a transition program for Level 1 midwives.

The advertised position is for midwives to provide continuity of midwifery care to three-four women per month throughout pregnancy, birth and the postnatal period. These positions provide an exciting opportunity for experienced midwives wishing to work in a Midwifery Group Practice model.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

- Completion of Midwifery Practice Review or equivalent

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note:

Part-time hours will be considered and the full-time salary noted above will be paid pro rata.

Contact Officer: Chris Fowler 0478407586 [chris.fowler@act.gov.au](mailto:chris.fowler@act.gov.au)

## **Clinical Services**

### **Women Youth and Children**

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

##### **High School Immunisation Coordinator**

**Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 16260)**

Gazetted: 31 October 2019

Closing Date: 7 November 2019

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

The Immunisation Coordinator is responsible for coordinating the provision of the National Immunisation Schedule to ACT High School students in accordance with The Australian Immunisation Handbook (10th Edition). Secondary students in the ACT are offered free vaccinations in year 7 and Year 10. The School Health Team offers these vaccines at schools at a pre-arranged date and time. Parental consent is obtained at the beginning of the school year. A record of vaccination is given to each student at the time of vaccination. Letters regarding missed doses are sent to parents for follow up with their GP. All immunisations provided are recorded on the Australian Immunisation Register.

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

##### **Mandatory:**

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA)  
Current Driver's Licence

Hold a recognised immunisation qualification

##### **Desirable:**

Experience delivering and coordinating an immunisation program.

##### **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 12 months with the possibility of extension. This position may be either full time (76 hours a fortnight) or job shared as two part time positions (40 hours a fortnight each).

Contact Officer: Kate Newall (02) 5124 1602 kate.newall@act.gov.au

## **People and Culture**

### **Staff Development Unit**

#### **Transition to Practice Program Clinical Development Nurse**

#### **Registered Midwife Level 2 \$93,151 - \$98,728, Canberra (PN: 20600)**

Gazetted: 31 October 2019

Closing Date: 14 November 2019

Details: Our Vision: Creating exceptional health care together.

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

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

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

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

Overview of the work area and position

Staff Development Unit (SDU) is part of People and Culture. SDU provides a key coordination role for Learning and Development (L&D) in Canberra Health Services (CHS). SDU provides education and training for clinical, technical, vocational and administrative staff in a broad range of learning and development programs which are based on

the needs of the organisation as well as valuing the needs of staff. This position reports to the Director of Staff Development Unit.

The CHS Transition to Practice Program (TTPP) for Registered Nurses is a 12 month structured program designed to provide a smooth transition into the workforce via a thorough orientation schedule, clinical and professional support, feedback and guidance during the first year of transition from a nursing student to a Registered Nurse (RN). This program is facilitated by SDU.

TTPP CDNs provide one on one bedside teaching, clinical support, ongoing evaluation and feedback for graduate Nurses across a diversity of clinical areas within CHS.

The Registered Nurse Level 2 is expected to have a demonstrated competence in advanced nursing practice, provide guidance to less experienced nursing staff.

The Registered Nurse Level 2 is seen by the Organisation as a source of expert nursing knowledge, skills and attributes. The Registered Nurse Level 2 must demonstrate a higher level of skill and the ability to perform a more demanding role covering the domains; clinical care, leadership, education, safety and communication.

Eligibility/Other Requirements:

Mandatory:

Be registered as a nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

Hold a Certificate IV in Workplace Training and Assessment or certificates for relevant skills sets.

Current clinical experience as a CDN is highly desirable.

Desirable:

A postgraduate qualification in nursing or clinical education.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note:

Applicants are requested to submit their expression of interest for this position in writing in no more than 2 pages for an immediate start date. Please include a current CV and the names and contact numbers of two referees.

The successful applicant may be assessed on application and referees only.

This is a temporary fulltime opportunity for leave relief (up to 12 months with the possibility of extension). Part-time .84 may be considered.

The successful applicant will be required to work a rotating roster (morning, evening and weekend shifts).

Contact Officer: Deborah Moore (02) 5124 7057 [deborah.moore@act.gov.au](mailto:deborah.moore@act.gov.au)

## **Clinical Services**

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

#### **Justice Health Services**

##### **Registered Nurse Forensic Mental Health Service**

##### **Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 25563)**

Gazetted: 31 October 2019

Closing Date: 27 November 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.
- Three Walk-in Centres: which provide free treatment for minor illness and injury.
- Six community health centres: providing a range of general and specialist health services to people of all ages.
- A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health and Alcohol and Drug Services.



CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include:

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

#### **Overview of the work area and position**

The Forensic Mental Health Service (FMHS) is a specialist mental health assessment and treatment service for consumers who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system. FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community outreach and court settings. FMHS is one united service with four distinguishable yet integrated service components as follows:

- FMHS Community Outreach service (FCOS)
- FMHS Court Assessment and Liaison (FCAL)
- FMHS Bimberi Youth Justice Centre (FMHS BYJC)
- FMHS at Alexander Maconochie Centre (FMHS AMC)

The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers across the lifespan and in a variety of settings. You will be required to undertake professional development and clinical supervision, participate in quality initiatives and contribute to the multidisciplinary team process. Clinicians working with FMHS will be supported via structured clinical supervision, a collaborative and multidisciplinary team environment and through professional development. Professional development will be provided with regards to forensic frameworks, psychometrics and therapeutic interventions. Clinicians may be provided with the opportunity to undertake specialist tasks such as forensic risk consultations, court assessments and therapeutic interventions including addressing criminogenic factors. Clinicians are employed by FMHS and will therefore be skilled across the distinct areas within the service.

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

##### **Mandatory**

- Tertiary qualifications in Nursing and be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Relevant experience in the area of Mental Health.
- Current driver's licence.

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

- Comply with CHS Occupational Assessment, Screening and Vaccination policy.
- Undergo a pre-employment National Police check.
- Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

##### **Note**

This is a temporary position available for a period of up to 4 years.

Selection may be based on written application and referee reports only. Please provide two written referee reports with your written application.

Contact Officer: Jaime Bingham (02) 6205 1551 [jaime.bingham@act.gov.au](mailto:jaime.bingham@act.gov.au)

#### **Clinical Services**

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

##### **Aged Care Assessment Team**

##### **ACAT Assessor**

**Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 29046)**

Gazetted: 31 October 2019

Closing Date: 14 November 2019

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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

The Aged Care Assessment Team (ACAT) is a multidisciplinary team that coordinates referral and assessment processes using the ACAT guidelines developed by the Commonwealth Department of Health.

The Aged Care Assessment Team sits within the Division of Rehabilitation, Aged and Community Services (RACS) and supports clients in either the acute health sector or Community as required.

The Aged Care Assessment Team is responsible for providing assessment services to the aged population across the ACT region to facilitate access to care and support services.

Eligibility/Other Requirements:

Mandatory:

Physiotherapy, or Occupational Therapy with current AHPRA registration where applicable, and/or eligibility for membership of the appropriate professional organisation.

Holds a current driver's licence.

Desirable:

Post graduate qualifications or progression towards formal qualifications in Gerontology.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with Canberra Health Services credentialing requirements for allied health professionals.

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

Note:

This is a temporary position available until 30 June 2020 with the possibility of extension. Full-time or part-time hours will be considered and the full-time salary noted above will be paid pro rata. There is a possibility of permanency if future funding is obtained.

Contact Officer: Athalene Rosborough (02) 6174 8674 [athalene.rosborough@act.gov.au](mailto:athalene.rosborough@act.gov.au)

## **Clinical Services**

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

**Older Persons Mental Health Community Team**

**Social Work, Occupational Therapy, Psychologist**

**Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 17591)**

Gazetted: 31 October 2019

Closing Date: 14 November 2019

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Our Values: Reliable, Progressive, Respectful and Kind

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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:

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

The Assessment Team is responsible for the management of referrals, providing initial assessments, clarification of treatment goals and short term treatment. The Clinical Management Team provides longer term follow up to people who present with moderate to severe complexities. The Intensive Treatment Service provides a home based service to people who are in an acute phase of their mental health condition, as an alternative to a mental health inpatient admission.

This is a senior clinical position that will sit within any of the three sub teams providing direct person-centred care. At this level the HP3 will provide mental health services to people who present with highly complex mental health conditions, including the provision of advanced assessment, recovery planning, clinical coordination and therapeutic interventions to achieve sound outcomes for people, under minimal supervision. The HP3 will contribute their expertise to the multidisciplinary team, provide supervision to HP2, HP1, allied health assistants, and students and support the Team Leader in change processes. The HP3 will undertake quality initiatives to promote service delivery at a standard of best practice.

Eligibility/Other Requirements:

*Mandatory for all disciplines:*

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

Current driver's licence.

The required professional qualification for their discipline (see below):

*For Occupational Therapy:*

Registration or eligibility for registration with the Occupational Therapy Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA)

HP3: Applicants must have a minimum of three years (ideal five years) post-qualification experience.

*For Psychology:*

Registration or eligibility for general registration with the Psychology Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA)

*Highly Desirable:*

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

HP3: Applicants must have a minimum of three years (ideal five years) post-qualification experience.

*For Social Work:*

Degree in Social Work,

Eligibility for membership of the Australian Association of Social Workers,

HP3: Applicants must have a minimum of three years (ideal five years) post-qualification experience.

Prior to commencement successful candidates will be required to:

undergo a pre-employment Police check

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

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

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

Note:

Psychologists employed by Mental Health, Justice Health, Alcohol and Drug Services may be eligible for the Mental Health Psychologist Allowance under the provisions of the ACT Public Sector Health Professional Enterprise

Agreement 2018-2021. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible. Selection may be based on application and referee reports only.  
Contact Officer: Kylie Henson (02) 6205 1957 kylie.henson@act.gov.au

## **Clinical Services**

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

#### **Rehabilitation and Specialties**

##### **Psychologist**

**Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 23690)**

Gazetted: 31 October 2019

Closing Date: 14 November 2019

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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 of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

Secure Mental Health Inpatient Services, and

Rehabilitation and Specialty Mental Health Services

Adult Mental Health Rehabilitation Unit (AMHRU) is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. The AMHRU is located adjacent to Adult mental Health Day Service (AMHDS) at University of Canberra Hospital (UCH), and focus is on step-down programs, pharmacotherapy, psychological therapies and healthy living skills. Service delivery for both services is underpinned by evidence based mental health care and principles of Recovery. The team aims to provide collaborative care involving the person, their families/carers and community support services.

The psychologist is an integral member of the multidisciplinary team and, under limited supervision from the Allied Health Manager, is responsible for the provision of high quality psychological services to achieve sound outcomes for people within a therapeutic environment. This includes:-

Promoting positive outcomes through the provision of high quality clinical services.

Networking and health promotion activities education.

Education, individual or group service delivery.

Perform novel, complex, critical or difficult tasks with professional supervision.

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

The Psychologist position is a senior role within the AMHRU, it is expected that the role will contribute its expertise to the multidisciplinary team, provide supervision to staff at Health Professional Level 1 and 2, to Allied Health Assistants, and to students.

The Psychologist position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Administration Service Officers, Creative Arts Therapists, Aboriginal and Torres Strait Islander Liaison Officers, Peer Recovery Workers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements:

Mandatory:

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

Minimum of three years (ideal five years) post qualification.

Highly Desirable:

Current driver's licence.

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

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

Undergo a pre-employment Police check.

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

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

Contact Officer: Bronwyn Thomson (02) 5124 0150 bronwyne.thomson@act.gov.au

## **Infrastructure and Health Support Services**

### **Health Infrastructure Program**

#### **Health Infrastructure Program**

##### **Mainpac Planner**

##### **Health Service Officer Level 10 \$84,257 - \$96,430, Canberra (PN: 39643)**

Gazetted: 31 October 2019

Closing Date: 15 November 2019

Details:

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

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

Seven 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:**

Facilities Management (FM) is located at level 1, Building 1, The Canberra Hospital, Garran, Canberra. FM are responsible for facilities management services across all CHS properties (Acute and Non-Acute), buildings, plant and non-clinical equipment. These services include high quality and timely planned and reactive maintenance and technical trade skill repairs. Mainpac is the Enterprise Asset Management System (EAM) used by Facilities

management to manage maintainable assets and work orders. The Mainpac Planner role reports to the Asset Manager and will undertake activities to support the Asset Management team and asset portfolio for the Canberra Hospital and other facilities across the ACT. The asset portfolio is a diverse and complex range of systems and essential infrastructure that support the critical nature of a Health service delivery model. The position will be for a period of 12 months with the possibility of extension. Acceptance may be based on application only.

**Eligibility/Other Requirements**

**Highly Desirable:**

Must have high level experience in the use of Mainpac Enterprise Asset Management software.

A technical trade certificate in building/services related work or tertiary qualification.

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

Undergo a pre-employment National Police check.

**Note**

This is a temporary position available up until 30 June 2021 with the possibility of extension up to a maximum of five years.

Contact Officer: John Kilday (02) 5124 8033 john.kilday@act.gov.au

**Infrastructure and Health Support Services**

**Client Services, Security and Emergency**

**Security and Emergency Preparation**

**Business Support Officer Switchboard**

**Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 24297)**

Gazetted: 31 October 2019

Closing Date: 7 November 2019

***Our Vision: creating exceptional health care together***

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

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range publicly funded health facilities, programs and services including but not limited to:

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

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

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

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

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

**Overview of the Work Area and Position**

Infrastructure and Health Support Services are responsible for:

- Facilities, Management and Maintenance
- Project Delivery
- Infrastructure Safety and Risk
- Accommodation and Leasing
- Operational Support Services
- o Fire Safety and Emergency Response
- o Mail Room Services
- o Parking
- o Residential Accommodation Services
- o Security
- o Switchboard and Patient Enquires
- o Vehicle Fleet Management
- o Volunteer Services
- Logistic Support Services
- o Domestic, Environmental and Linen Services

- o Food Services
- o Supply Services
- o Sterilising Services
- University Canberra Hospital Contract Management

The Infrastructure and Health Support Services (IHSS), 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 Director, OSS, you will oversee the delivery of services for Canberra Hospital Switchboard and casual relief pool. You will be required to manage and coordinate administrative staff, provide day-to-day supervision, human resource management, financial management and 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 with regular travel required to other Canberra Health Services sites.

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), 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 Director, OSS, you will oversee the delivery of services for Canberra Hospital Switchboard and casual relief pool. You will be required to manage and coordinate administrative staff, provide day-to-day supervision, human resource management, financial management and 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 with regular travel required to other Canberra Health Services sites.

**Eligibility/Other Requirements:**

**Mandatory:**

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

**Desirable:**

To be successful in this position, it is expected that the successful candidate will have the following attributes:  
Strong organisational skills with a high degree of drive  
Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs  
Ability to lead by example, support others and demonstrate integrity  
Lead change, discover and analyse opportunities for improvement.

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

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

Contact Officer: Daniel Ingram (02) 5124 8763 daniel.ingram@act.gov.au

## Clinical Services

### Medicine

#### Cardiology

##### Registered Nurse Level 1 - Registered Nurse

Registered Nurse Level 1 \$67,078 - \$89,604, Canberra (PN: 26993, Several)

Gazetted: 31 October 2019

Closing Date: 7 November 2019

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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:**

The Cardiac Catheter Laboratory is a clinical specialty area that undertakes a range of diagnostic and interventional cardiac procedures. Canberra Hospital has two laboratories staffed and equipped to provide a 24-hour service to assist in the diagnosis and early intervention of patients with acute cardiac conditions. The Cardiac Catheter Laboratory also includes a Day Procedure Unit. Normal operational service is Monday to Friday with on-call coverage for STEMI activation outside of those hours. Services in Cardiac Electrophysiology have recently commenced in the Cardiac Catheter Laboratory. Registered Nurses have a key role in caring for patients admitted to the Cardiac Catheter Laboratory as members of the multidisciplinary team.

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

##### **Mandatory**

Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA)

##### **Desirable**

Minimum two years post registration experience with acute care and/or cardiac background.

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

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

Undergo pre-employment National Police check.

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

**Notes:** There are various positions available, permanent or temporary vacancies with the possibility of part or full time working hours.

Contact Officer: Alison Baldwin (02) 6244 3691 [alison.baldwin@act.gov.au](mailto:alison.baldwin@act.gov.au)

## Clinical Services

### Critical Care

#### Emergency

##### Emergency Department Nurse

Registered Nurse Level 1 \$67,078 - \$89,604, Canberra (PN: 40494, Several)

Gazetted: 31 October 2019

Closing Date: 15 November 2019

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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:

Canberra Hospital's Emergency Department is the major tertiary referral and trauma centre for the ACT and surrounding region of NSW. The ED is a 73 bed unit with both acute and non-acute services. ED is patient centred department and provides care for adults and children of all ages, and specialised assessment and treatment for all illnesses and injuries. Nurses at this level provide a competent and safe level of nursing care commensurate with experience to patients within Canberra Health Services. The activities required of roles at this level are predominately clinical in nature. Nurses at this level accept accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff.

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

##### **Mandatory:**

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

##### **Desirable:**

A registered nurse whose qualification meets the minimum standard for registration in Australia, with a minimum of three years full-time equivalent (FTE) post registration experience in the relevant field ,

Or

(b) A registered nurse whose qualification meets the minimum standard for registration in Australia, who holds a post-graduate qualification, eligible for recognition through remuneration of a qualification allowance, with a minimum of 12 months full-time equivalent (FTE) experience in the relevant field.

##### **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**

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

Contact Officer: Jenny Rochow 0478 302 219 [jennifer.rochow@act.gov.au](mailto:jennifer.rochow@act.gov.au)

#### **Clinical Services**

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

##### **Department of Neonatology**

##### **Skilled Neonatal Registered Nurse**

##### **Registered Nurse Level 1 \$67,078 - \$89,604, Canberra (PN: 22206, Several)**

Gazetted: 31 October 2019

Closing Date: 20 November 2019

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Four Walk-in Centres: which provide free treatment for minor illness and injury.  
Six community health centres: providing a range of general and specialist health services to people of all ages.  
A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health and Alcohol and Drug Services.

**Overview of the Work Area and Position**

The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care, Special Care, 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 3,800 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment. Positions are available across both NICU and SCN for skilled staff with greater than 3 years' experience in neonatology. Permanent and temporary positions are available both full and part time. You will be supported in the unit to attend at staff education days including CPAP and Breast Friendly Feeding as well receive support from the Neonatal Education team of Clinical Development Nurses and Clinical Support Nurse (CSN).

**Eligibility/Other Requirements:**

**Mandatory:**

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

**Desirable:**

Greater than three years recent experience in Neonatal Nursing in either NICU and/or SCN  
Tertiary qualifications or equivalent in Neonatal or Child Health Nursing

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

Undergo a pre-employment National Police check.

**Note**

There are permanent and temporary positions available for up to 12 months with possibility of extension.  
Contact Officer: Lori Grlj (02) 6142 6352 lori.grlj@act.gov.au

**Allied Health**

**Acute Allied Health Services**

**Exercise Physiology Department**

**Exercise Physiologist**

**Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 03689)**

Gazetted: 31 October 2019

Closing Date: 14 November 2019

Details: Canberra Health Services

Our Vision: Creating exceptional health care together.

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

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

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 Exercise Physiology Department is based within Acute Allied Health Services and provides Exercise Physiology services to a range of clients in an inpatient and outpatient setting. The Exercise Physiology Department specialises in the provision of clinical exercise prescription and lifestyle modification for individuals with chronic disease

and/or injury. The department also provides support to the School Kids Intervention Program, Cardiac Rehabilitation and Heart Function Rehabilitation Programs.

Our Exercise Physiologists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high-quality patient centred care.

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

The overall functions of the Exercise Physiologist under professional supervision include:

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

Promoting individual or group service delivery.

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

Clinical supervision, and professional development is provided through the department, supervision support, and informal and formal professional development opportunities.

Eligibility/Other Requirements:

Mandatory:

Exercise/Sports Science Degree or equivalent qualification from a recognised tertiary institution

Current accreditation with Exercise and Sports Science Australia (ESSA)

Current driver's licence

At least one year of full-time equivalent work experience.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

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

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

## **Clinical Services**

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

#### **Rehab and Specialty Mental Health Service**

##### **HP2 Psychologist**

**Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 41045)**

Gazetted: 31 October 2019

Closing Date: 11 November 2019

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

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

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

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

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

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

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

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

These services include:

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

**Overview of the work area and position**

The Justice Health Services, Dhulwa Mental Health Unit (DMHU) and the Extended Care Unit (ECU) provides high quality inpatient mental health care to people from 18 to 65 years of age. The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services. The Extended Care Unit (ECU) is a specialist mental health facility adjacent to Calvary Hospital in Bruce. The ECU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The ECU provides a range of contemporary, community focused rehabilitation interventions, programs and services. DMHU offers 10 acute care beds and 15 rehabilitation beds and the ECU has 5 beds for community transition. Both units are managed by the Justice Health Services (JHS) program in the MHJHADS Division. At this level it is expected that you will be able to provide high quality psychological assessments and interventions to complex mental health consumers under the supervision of an HP level 3 psychologist. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to students and staff at Health Professional Level 1 and support the Therapy Manager in service development processes. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Occupational Therapist, Social Worker, Allied Health Assistants, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

**Eligibility/Other Requirements**

**Mandatory:**

- Be registered (or eligible for general registration) with the Psychology Board of Australia. Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.
- Current Driver's License.

**Highly Desirable:**

- Experience in public mental health and/or a psychiatric inpatient setting.

**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.  
Contact Officer: Emily Brown (02) 5124 1686 emily.brown2@act.gov.au

**Clinical Services**

**University of Canberra Hospital**

**Facility Manager University of Canberra Hospital**

**Customer Service Officer**

**Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 30825)**

Gazetted: 31 October 2019

Closing Date: 13 November 2019

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

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

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

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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary Rehabilitation, Aged and Community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and the University of Canberra Hospital. Working across multiple sites the RACS Administration team is responsible for effective and efficient delivery of administrative support to both internal and external clients to support the delivery of high quality customer service and patient care. Staff within these roles may be required to work at any one of these sites and will be required to rotate across locations and departments for various lengths of time to meet work demands and gain experience across settings. Staff may also be required to work weekends and outside of normal business hours.

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

##### **Mandatory:**

Current Driving licence

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

Undergo a pre-employment National Police check.

##### **Note:**

There are several permanent and temporary, full time and part time positions are available. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

Contact Officer: Lisa Wilson (02) 5124 0226 [lisa.wilson@act.gov.au](mailto:lisa.wilson@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.

## **Clinical Services**

### **Medicine**

#### **Medical**

##### **Administrative Service Officer**

##### **Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 45000)**

Gazetted: 31 October 2019

Closing Date: 12 November 2019

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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

Canberra Health Services collaborates with Calvary Public Hospital in the provision of high quality, person-centred healthcare to our community. The Medical Day Unit at CHS provides services for people who require outpatient treatment for the management of chronic and acute conditions. The team comprises of medical, nursing, allied health. The successful applicant will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the department and continually apply judgement, initiative, critical thinking and common sense. This position is rostered to work a four day week from Wednesday to Saturday. Saturday shifts attract penalty loading.

#### Duty Statement

Under general direction provide reception duties such as scheduling, booking, billing and coordination of medical records to ensure the provision of a high-quality customer/patient outpatient service.

Resolve first level complaints/concerns from members of the public, medical practitioners and nursing staff relating to the provision of the outpatient service within the unit.

Maintain appropriate records and input information into the ACT Health IT systems relevant to the unit.

Support nursing and medical staff within the unit with associated administrative duties for patients as well as liaise with consumers, and the wide Canberra Health Services Medical, nursing and administrative teams.

Undertaking other duties appropriate to this level of classification which contribute to the operation of the section with the delivery of high-quality person and family centred, safe and high-quality patient care.

Implement requirements of the Medical Benefits Schedule in accordance with relevant legislation.

Partake in a part time roster including Saturdays that attract penalties.

Undertaking other duties appropriate to this level of classification which contribute to the operation of the section with the delivery of high-quality person and family centred, safe and high-quality patient care.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

#### Note

This is a part-time permanent position available at 29.44 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Andrew Barrow (02) 5124 2063 [andrew.barrow@act.gov.au](mailto:andrew.barrow@act.gov.au)

### **Clinical Services**

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

##### **Community Care Program**

##### **Nutrition Allied Health Assistant**

#### **Allied Health Assistant 2 (Qualified) \$52,820 - \$58,807 (up to 60,556 depending on qualification level), Canberra (PN: 39788)**

Gazetted: 31 October 2019

Closing Date: 14 November 2019

Details: Our Vision: Creating exceptional health care together.

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

Overview of the work area and position:

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

committed to the delivery of health services that reflect Canberra Health Services' values: reliable, progressive, respectful and kind.

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

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

The Allied Health Assistant contributes to the provision of high quality services. This involves, promoting positive client outcomes through the provision of high quality clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team.

Eligibility/Other Requirements:

Mandatory

Certificate IV in Allied Health Assistance (Nutrition) or recognised equivalent

Current driver's licence

Desirable:

Experience working with participants in a community setting

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

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

Note:

This is a temporary position available for a period of 12 months. This position is part-time at 14:42 and the full-time salary noted above will be paid pro rata. An order of merit will be established for filling identical vacancies within the next 12 months from this process. Selection may be based on written application and referee reports only.

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

## **Infrastructure and Health Support Services**

### **Logistics Support**

### **Food Services Patients Services**

### **Kitchen Assistant**

### **Health Service Officer Level 3 \$51,072 - \$52,732, Canberra (PN: 23370)**

Gazetted: 31 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

The Infrastructure and Health Support Services Group is responsible for the infrastructure delivery, maintenance and a diverse array of non-clinical support services with the primary focus of delivering timely patient centric solutions across the CHS organisation.

The function of the Food Service Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of ACT Health Services north and south of Canberra. The Food Service Department prepares, cooks and serves an average equates to approximately 3000 meals daily for Canberra Health Services and National Capital Private Hospital.

Food Service is organised into the following functional areas:

Food Service Administration,

Operation Support Services - Food preparation and Food Production,

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

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

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

External sites, Dhulwa and other Community Centres.

Eligibility/Other Requirements:

Desirable:

Food Industry recognized qualification,

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check,

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

Note:

This is a part-time position at 20 hours per week.

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

## **Patient Support Services**

### **Ward Services**

#### **Wardsperson**

#### **Wardsperson**

#### **Health Service Officer Level 3/4 \$51,072 - \$54,750, Canberra (PN: 20876, several)**

Gazetted: 31 October 2019

Closing Date: 7 November 2019

Details: Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

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

Overview of the work area and position:

The Wardsperson position is a support clinical services and provides assistance with patient care. The Canberra Hospital is a 24 hours services that operates on a daily basis including weekends and Public Holidays. These



positions are to assist with patient manual handling and transport throughout the hospital campus, and to assist in code response. The above Advertised positions are fulltime permanent positions.

**Eligibility/Other Requirements:**

**Desirable:**

Knowledge of Wardsperson duties and understanding of the Ward Services commitment to client services and outcomes.

Ability to work Monday to Friday or shift work at 76 hours a fortnight as required within all areas of the Hospital.

Hold a current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: David Hosie (02) 5124 2610 david.hosie@act.gov.au

## **Infrastructure and Health Support Services**

### **Logistics Support**

### **Food Services Patients Services**

#### **Plating Assistant**

#### **Health Service Officer Level 3 \$51,072 - \$52,732, Canberra (PN: 23350)**

Gazetted: 31 October 2019

Closing Date: 13 November 2019

***Our Vision: creating exceptional health care together***

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

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range publicly funded health facilities, programs and services including but not limited to:

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

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

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

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

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

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

The Infrastructure and Health Support Services Group is responsible for the infrastructure delivery, maintenance and a diverse array of non-clinical support services with the primary focus of delivering timely patient centric solutions across the CHS organisation. The function of the Food Service Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of ACT Health Services north and south of Canberra. The Food Service Department prepares, cooks and serves an average equates to approximately 3000 meals daily for Canberra Health Services and National Capital Private Hospital.

Food Service is organised into the following functional areas:

Food Service Administration,

Operation Support Services - Food preparation and Food Production,

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

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

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

External sites, Dhulwa and other Community Centres.

**Eligibility/Other Requirements:**

**Desirable:**

Food Industry recognized qualification,

Current driver's licence.

**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 part-time permanent position available at 23.33 hours per week and the full-time salary noted above will be paid pro-rata.

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

**Infrastructure and Health Support Services**

**Infrastructure and Health Support Services**

**Capital Project Delivery**

**Project Manager, Infrastructure and Health Support Services**

**Infrastructure Officer 4 \$125,969 - \$143,118, Canberra (PN: 45390, Several)**

Gazetted: 31 October 2019

Closing Date: 15 November 2019

***Our Vision: creating exceptional health care together***

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

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

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 Infrastructure and Health Support Services (IHSS) Group is responsible for the infrastructure delivery and maintenance and a diverse array of non-clinical support services with the primary focus of delivering timely patient centric solutions across the CHS organisation. The Project Manager Capital Project Delivery will report to the Senior Manager of Capital Project Delivery IHSS and undertake activities to support the delivery of CHS Capital Works projects by IHSS. The Project Manager will be responsible for managing a number of major CHS projects, ensuring that they are delivered on time and within budget, whilst minimising any delays and reductions in the services offered across the various CHS Facilities. The Project Manager will be required to engage with internal and external stakeholders and manage stakeholders' expectations to deliver agreed project outcomes. A key component of stakeholder management will be the responsibility for conducting high level interface and coordination between Facilities Management, Project Delivery and Clinical Service Delivery. This will involve clear communication between various stakeholders, coordination of multiple complex project activities, ensuring clinical services are not affected and managing shutdowns or interruptions to infrastructure services required on projects. When relevant, the position will utilise processes and strategies utilised by IHSS to facilitate quality, integrated and efficient service delivery.

**Eligibility/Other Requirements:**

**Mandatory:**

Tertiary qualifications in a building/project management related discipline or a building trade qualification, and/or at least 10 years of building related project management.

**Desirable:**

Experience in the delivery of major infrastructure projects within an operating health environment.

Experience working within a public sector and /or demanding client project environment.

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

Undergo a pre-employment National Police check.

**Note:**

This position is for two years, with the possibility of extension or permanency.

Contact Officer: Dave Gilbert 0466 845 732 dave.gilbert@act.gov.au

## **Clinical Services**

### **Chief Operating Officer**

#### **Project Manager - Timely Care**

#### **Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 45472)**

Gazetted: 31 October 2019

Closing Date: 12 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 Chief Operating Officer is seeking an experienced Project Manager to work within the Office of the Chief Operating Officer alongside Executive Directors, Senior Clinicians (Medical, Nursing and Allied Health) Patient Flow and the Business Manager to the Chief Operating Officer. The key priorities of the Project Manager are to progress strategic and operational projects aligned to the Chief Operating Officers portfolio. A key project for the COO Project Managers is the Timely Care Project. The goal of Timely Care is to improve patient care delivery, access and flow by reducing demand or diversion, maximising capacity and improving patient flow processes. It is a whole of hospital focus involving medical, nursing, allied health and operational service providers to develop innovative and creative solutions to refresh and re-focus system and processes. As such the candidate will need to actively demonstrate expertise in significant change management programmes with all members of the multi-disciplinary team, an engaging and positive approach to working with clinicians, and a passion to deliver positive patient outcomes.

Eligibility/Other Requirements:

Mandatory:

Relevant Tertiary qualifications or equivalent experience in an associated discipline.

Previous demonstrated experience and expertise in managing projects, leading change or clinical/quality improvement initiatives

Desirable:

Extensive knowledge and experience in best-practice and contemporary service redesign;

Detailed understanding of innovation and improvement methodologies in health service delivery;

Experience in the use of project management strategies to deliver on objectives.

Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check.

Note: This is a temporary position available for 12 months.

Contact Officer: Katrina Rea (02) 5124 2169 [Katrina.m.rea@act.gov.au](mailto:Katrina.m.rea@act.gov.au)

## **Infrastructure and Health Support Services**

### **Capital Project Delivery**

#### **Assistant Director, Stakeholder Engagement and Communications (Infrastructure)**

#### **Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 36831)**

Gazetted: 31 October 2019

Closing Date: 11 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

The Infrastructure and Health Support Services Group is responsible for the infrastructure delivery, maintenance and a diverse array of non-clinical support services with the primary focus of delivering timely patient centric solutions across Canberra Health Services.

The Capital Project Delivery team manages the planning development and delivery of minor and major infrastructure projects to support the delivery of delivery of high quality healthcare services

Working under limited direction, the Assistant Director, Stakeholder Engagement and Communications (Infrastructure) reports to the Director, Capital Project Delivery, and manages key stakeholder engagement and communications activities to enable to successful delivery of capital projects through proactive engagement and liaison across CHS and other stakeholders. This requires working collaboratively with business units and project teams across Directorates to contribute to the successful delivery of project outcomes.

Eligibility/Other Requirements:

Desirable:

Tertiary qualifications in journalism or a relevant field are highly desirable.

Graded journalist and/or experience in a ministerial or parliamentary office are highly desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This is a temporary position available for two years with the possibility of extension or permanency.

Contact Officer: Dave Gilbert 0466 845 732 dave.gilbert@act.gov.au

## Medical Services

### Pharmacy

#### Deputy Director of Pharmacy-Quality Use of Medicines, Research and Education

#### Pharmacist Level 5 \$124,891 - \$140,596, Canberra (PN: 21791)

Gazetted: 31 October 2019

Closing Date: 28 November 2019

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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.

- Seven community health centres: providing a range of general and specialist health services to people of all ages.
- A range of community-based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Overview of the work area and position:

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

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

The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Under the direction of the Director of Pharmacy, the Deputy Director of Pharmacy- Quality Use of Medicines, Research and Education (QuRE) will lead and manage a team of dedicated and skilled staff to provide an outward looking service that aims to improve patient outcomes across Canberra Health Services.

The QuRE team provides support to a number of work areas including:

- Medication Safety and Quality
- Medicines Information
- Investigational Medicines
- Antimicrobial Stewardship
- Clinical Information Systems
- Education
- Formulary Management

This position works closely with the Deputy Director of Pharmacy- Operations and Support and Deputy Director of Pharmacy- Clinical, and will assume the responsibilities of the Director of Pharmacy when required. It also includes a range of pharmacy services on weekends and after hours as rostered.

Eligibility/Other Requirements:

Mandatory:

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

Relevant postgraduate qualifications in management, research, clinical pharmacy and/or education.

Desirable:

Publication in peer reviewed journals.

SHPA Membership.

At least seven years' experience working in hospital pharmacy across a wide variety of areas.

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note: Ability to work across multiple CHS sites.

Contact Officer: Daniel Lalor (02) 5124 2121 daniel.lalor@act.gov.au

## **Clinical Services**

### **Medicine**

#### **Clinical**

#### **All Care Discharge Lounge Co-Cordinator/Medicine**

**Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 44232)**

Gazetted: 31 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

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 All Care Discharge Lounge (ACDL) Co-ordinator is responsible and accountable to the Nurse Manager Division of Medicine for the safe and effective management of patient flow to the all care discharge lounge. This position provides scope to develop an interface and relationship between all clinical areas to facilitate safe and effective patient flow.

The Co-ordinator will develop cooperative partnerships with Medical officers, ADON's, CNC's and nursing staff to facilitate timely movement of patients to the discharge lounge freeing bed space for access.

Eligibility/Other Requirements:

Mandatory:

Be registered or have applied 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.

Note:

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

Contact Officer: Angela Edwards (02) 5124 2665 [angela.edwards@act.gov.au](mailto:angela.edwards@act.gov.au)

## **Clinical Services**

### **Rehabilitation Aged and Community Care**

#### **RACS Nursing**

#### **RADAR and Geriatric Outpatients Clinical Care Coordinator (ROCC)**

**Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 44939)**

Gazetted: 31 October 2019

Closing Date: 8 November 2019

***Our Vision: creating exceptional health care together***

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

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range publicly funded health facilities, programs and services including but not limited to:

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

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

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

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

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

#### **Overview of the work area and position:**

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. The new hospital, the University of Canberra Public Hospital (UCH) is part of the Canberra Health Service's planned network of health facilities designed to meet the needs of our ageing and growing population. The RADAR and Geriatric Outpatient Clinical

Care Coordinator (ROCC) Registered Nurse Level 3.1 will actively contribute to provision of short term assessment and management of elderly clients who are living in the community or in a Residential Aged Care Facility (RACF) in collaboration with other team members. Clients are referred by their General Practitioner (GP) who have a deteriorating elderly patient in the community who can potentially be managed at home or in a RACF thus avoiding unnecessary hospital admissions. The ROCC Registered Nurse Level 3.1 position works closely with GP's, Geriatricians and in conjunction with other health professionals to lead and coordinate safe, appropriate and timely care of patients in the community.

**Eligibility/Other Requirements:**

**Desirable:**

Post Graduate studies in the Health-related field

**Mandatory:**

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Tertiary qualifications and eligibility for membership of the appropriate professional organization.

Hold a current driver's license

**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).

**How to Apply**

Contact Officer: Chris Mead (02) 5124 3035 [chris.mead@act.gov.au](mailto:chris.mead@act.gov.au)

## **APPOINTMENTS**

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

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

Bernadette Brennan 858-57184, Section 68(1), 29 October 2019

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

Marilyn Edmond 848-81828, Section 68(1), 21 August 2019

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

Peter Thompson 863-14050, Section 68(1), 28 October 2019

### **Community Services**

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

Nicole Davison 853-69316, Section 68(1), 24 October 2019

**Youth Worker 1 \$\$63,374 - \$68,204**

Aisea Gibbs-Manuatu 863-40320, Section 68(1), 21 October 2019

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

Ebony Joseph 846-84437, Section 68(1), 26 October 2019

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

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

Sean Grimes 853-79258, Section 68(1), 29 October 2019

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

Nathan Kay 853-73737, Section 68(1), 25 October 2019

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

Claude Morson 858-62581, Section 68(1), 23 October 2019

-  
**Independent Competition and Regulatory Commission**

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

Nathan Watt 858-78575, Section 68(1), 28 October 2019

**Justice and Community Safety**

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

Yun Tai Rex Li 858-70514, Section 68(1), 24 October 2019

**Transport Canberra and City Services**

**Capital Linen Service Band 6 \$79,787 - \$83,098**

Tony Newman 858-60404, Section 68(1), 31 October 2019

-  
**Canberra Health Services**

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

Marlon Albances 857-92659, Section 68(1), 28 October 2019

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

Kim Beach 863-12346, Section 68(1), 17 October 2019

**Administrative Services Officer Class 2 \$55,934 - \$61,764**

Georgia Black 857-43849, Section 68(1), 24 October 2019

**Medical Imaging Level 2 \$65,216 - \$89,528**

Emily Bowles 861-30331, Section 68(1), 14 December 2019

**Administrative Services Officer Class 2 \$55,934 - \$61,764**

Lachlan Boyce 862-10884, Section 68(1), 28 October 2019

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

Penelope Doblinger 862-09912, Section 68(1), 28 October 2019

**Registered Nurse Level 4.2 \$129,289**

Kirsten Farquhar 863-14616, Section 68(1), 31 October 2019

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

Lucy Firth 861-32417, Section 68(1), 25 October 2019

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

Edwin Gelsana 857-93512, Section 68(1), 28 November 2019

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

Amanda Harrison 853-51191, Section 68(1), 24 October 2019

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

Rebecca Metham 847-03511, Section 68(1), 31 October 2019



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

Natalija Milanovic 863-14747, Section 68(1), 30 October 2019

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

Rosalie Moore 857-44446, Section 68(1), 28 October 2019

**Infrastructure Manager/Specialist 3 \$184,668**

Andrew Murphy 862-65877, Section 68(1), 24 October 2019

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

Amelia Osman 861-30091, Section 68(1), 28 October 2019

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

Anneke Silvertown 863-13365, Section 68(1), 31 October 2019

**ACT Health**

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

Helen Harcourt-Cooze 857-92093, Section 68(1), 23 October 2019

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

Melissa Knox 862-08792, Section 68(1), 29 October 2019

**TRANSFERS**

**Education**

**Dylan Blom: 821-24647**

From: Infrastructure Manager/Specialist 1 \$161,585  
Chief Minister, Treasury and Economic Development  
To: Infrastructure Manager/Specialist 1 \$161,585  
Education, Canberra (PN. 40118) (Gazetted 14 August 2019)

**Rebecca Cormack: 792-34933**

From: Child and Youth Protection Professional Level 5 \$127,891 - \$143,596  
Community Services  
To: Senior Officer Grade B \$124,891 - \$140,596  
Education, Canberra (PN. 44970) (Gazetted 5 September 2019)

**Anthea Ford: 858-52842**

From: School Assistant 3 \$53,889 - \$57,998  
Education  
To: School Assistant 3 \$53,889 - \$57,998  
Education, Canberra (PN. 45184) (Gazetted 3 September 2019)

**Melinda Howard: 744-9897**

From: School Leader B \$143,046  
Education  
To: Senior Officer Grade B \$124,891 - \$140,596  
Education, Canberra (PN. 44971) (Gazetted 5 September 2019)

**Justice and Community Safety**

**Leanne Woolfe: 821-20793**

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 00154) (Gazetted 24 July 2019)

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**Canberra Health Services**

**Fiona Holihan: 839-25470**

From: Health Professional Level 5 \$124,891

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 45157) (Gazetted 5 September 2019)

**Laura Maher: 835-89382**

From: Registered Nurse Level 2 95,012

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 13542) (Gazetted 29 August 2019)

**Amanda Watson: 853-62894**

From: Registered Nurse Level 2 \$93,151

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 26407) (Gazetted 29 August 2019)

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**PROMOTIONS**

**Canberra Institute of Technology**

**Chief Executive's Office**

**Alice Clements: 824-51760**

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$145,048

Canberra Institute of Technology, Canberra (PN. 45243) (Gazetted 10 September 2019)

**Chief Minister, Treasury and Economic Development**

**Treasury**

**Infrastructure Finance and Reform**

**Vanessa Althorp: 844-75360**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 44981) (Gazetted 19 September 2019)

**Strategic Finance**

**Emma Elento: 846-83709**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 37234) (Gazetted 30 August 2019)

**Access Canberra**

**Licensing and Registration**

**Thomas Lee: 858-57053**

From: Administrative Services Officer Class 1 \$49,703 - \$54,678

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 2 \$55,934 - \$61,764

Chief Minister, Treasury and Economic Development, Canberra (PN. 03189) (Gazetted 1 January 2019)

Promotion made in accordance with section C6(e) of the Enterprise Agreement, Graduate and Cadet Programs Traineeships and Apprenticeships.

**Access Canberra**

**Licensing and Registration**

**Nikayla Sines: 858-57168**

From: Administrative Services Officer Class 1 \$49,703 - \$54,678

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 2 \$55,934 - \$61,764

Chief Minister, Treasury and Economic Development, Canberra (PN. 01396) (Gazetted 1 January 2019)

Promotion made in accordance with section C6(e) of the Enterprise Agreement, Graduate and Cadet Programs Traineeships and Apprenticeships.

**Access Canberra**

**Customer Coordination**

**Caitlin Soxsmith: 858-59841**

From: Administrative Services Officer Class 1 \$49,703 - \$54,678

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 2 \$55,934 - \$61,764

Chief Minister, Treasury and Economic Development, Canberra (PN. 27708) (Gazetted 1 January 2019)

Promotion made in accordance with section C6(e) of the Enterprise Agreement, Graduate and Cadet Programs Traineeships and Apprenticeships.

**Community Services**

**Corporate Services**

**People Management**

**Safety and Wellbeing**

**Diana Chen: 707-95910**

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

Environment, Planning and Sustainable Development

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

Community Services, Canberra (PN. 16725) (Gazetted 12 June 2019)

**Office of the Director General**

**Executive**

**Rebecca Everest: 853-81032**

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

Community Services

To: †Senior Officer Grade C/Senior Officer Grade B \$106,043 - \$140,596

Community Services, Canberra (PN. 45625) (Gazetted 15 August 2019)

**Children, Youth and Families**

**Strategy and Governance**

**Rebekah Gillespie: 844-00190**

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

Community Services

To: Administrative Services Officer Class 6 \$84,257 - \$96,430  
Community Services, Canberra (PN. 34169) (Gazetted 26 July 2019)

**Housing ACT**

**Infrastructure and Contracts**

**Asset Delivery**

**Kala Inthirai Rukmanikanthan: 548-46408**

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

Public Housing Renewal Task Force

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

Community Services, Canberra (PN. 43810) (Gazetted 24 April 2019)

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**Education**

**School Performance and Improvement**

**Tuggeranong Network**

**Calwell High School**

**Jodi Adams: 835-29259**

From: \$122,856

Education

To: †School Leader C \$122,856

Education, Canberra (PN. 02685) (Gazetted 1 November 2018)

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**

**Belconnen Network**

**Canberra High School**

**Melissa Beattie: 787-65310**

From: \$122,856

Education

To: †School Leader B \$143,046

Education, Canberra (PN. 04118) (Gazetted 6 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.

**School Performance and Improvement**

**Belconnen Network**

**Maribyrnong Primary School**

**Andrew Buesnel: 755-72273**

From: \$143,046

Education

To: †School Leader A 1 \$163,413

Education, Canberra (PN. 04139) (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.

**Service Design and Delivery**

**Student Engagement**

**Office of the Executive Branch Manager, Student Engagement**

**Rachel Evans: 853-46771**

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

Education

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

Education, Canberra (PN. 38370) (Gazetted 28 August 2019)

**School Performance and Improvement**

**Tuggeranong Network**

**Wanniassa School**

**Joanna Lambert: 824-59383**

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

Education

To: †School Leader B \$143,046

Education, Canberra (PN. 04103) (Gazetted 18 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.

**School Performance and Improvement**

**Belconnen Network**

**Charnwood/Dunlop Primary School**

**Robert Lans: 779-24527**

From: \$143,046

Education

To: †School Leader A 2 \$176,028

Education, Canberra (PN. 04141) (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.

**School Performance and Improvement**

**Belconnen Network**

**University of Canberra High School Kaleen**

**Daniel Mowbray: 772-11842**

From: \$143,046

Education

To: †School Leader A 2 \$176,028

Education, Canberra (PN. 01665) (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.

**School Performance and Improvement**

**Tuggeranong Network**

**Bonython Primary School**

**Sharyn O'Connor: 817-98076**

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

Education

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

Education, Canberra (PN. 42581) (Gazetted 19 November 2018)

**School Performance and Improvement**

**Belconnen Network**

**UC Senior Secondary College Lake Ginninderra**

**Melissa Planten: 711-00818**

From: \$143,046

Education

To: †School Leader A 2 \$176,028

Education, Canberra (PN. 01686) (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.

**School Performance and Improvement**

**South and Weston Network**

**Mount Stromlo High School**

**Peter Radford: 772-11754**

From: \$143,046

Education

To: †School Leader A 2 \$176,028

Education, Canberra (PN. 01672) (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.

### **School Performance and Improvement**

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

##### **Gungahlin College**

**Priscilla Wray: 744-99342**

From: \$143,046

Education

To: †School Leader A 3 \$188,645

Education, Canberra (PN. 19200) (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.

### **Justice and Community Safety**

#### **Public Trustee and Guardian**

##### **Financial Management Services Unit**

**Barbara Allum: 827-35624**

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 37819) (Gazetted 1 November 2018)

#### **ACT Corrective Services**

##### **Custodial Operations**

##### **AMC Admin**

**Jessica Horua: 827-25768**

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. 36293) (Gazetted 14 August 2019)

#### **Legislation, Policy and Programs**

##### **Civil Law**

**Kelly Lokan: 844-82202**

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 42654) (Gazetted 16 August 2019)

### **Office of the Legislative Assembly**

#### **Parliamentary Support**

##### **Committee Support**

**Danton Leary: 00770**

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

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

Office of the Legislative Assembly, Canberra (PN. 258) (Gazette 2 April 2019)

**Transport Canberra and City Services**

**Transport Canberra**

**Public Transport Operations**

**Field Operations**

**Matthew Clynch: 853-31369**

From: Bus Operator \$76,496

Transport Canberra and City Services

To: †Transport Officer Grade 3 - ACTION \$100,490

Transport Canberra and City Services, Canberra (PN. A11752) (Gazetted 10 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.

**Transport Canberra**

**Public Transport Operations**

**Field Operations**

**Amanpreet Dhillon: 853-31844**

From: Bus Operator \$76,496

Transport Canberra and City Services

To: †Transport Officer Grade 3 - ACTION \$100,490

Transport Canberra and City Services, Canberra (PN. A20180) (Gazetted 10 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.

**Transport Canberra**

**Public Transport Operations**

**Field Operations**

**Matthew Mitchell: 853-71248**

From: Bus Operator \$76,496

Transport Canberra and City Services

To: †Transport Officer Grade 3 - ACTION \$100,490

Transport Canberra and City Services, Canberra (PN. A11728) (Gazetted 10 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.

**Transport Canberra**

**Transport Canberra Operations**

**Operations**

**Janet Pumpa: 782-88729**

From: Bus Operator \$76,496

Transport Canberra and City Services

To: †Transport Officer Grade 3 - ACTION \$100,490

Transport Canberra and City Services, Canberra (PN. 45496) (Gazetted 3 October 2018)

**City Services**

**Roads ACT**

**Road Maintenance/Environmental Services**

**Robert Suitor: 846-93464**

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

Transport Canberra and City Services

To: †General Service Officer Level 7 \$62,521 - \$66,023

Transport Canberra and City Services, Canberra (PN. 44840) (Gazetted 20 August 2019)

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

### **Canberra Health Services**

#### **Clinical Services**

##### **Michelle Champagne: -**

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. 33369) (Gazetted 19 September 2019)

#### **Clinical Services**

##### **Sarah Chapman: 846-87486**

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. 04524) (Gazetted 12 September 2019)

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

##### **Elizabeth Layard: 843-90850**

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. 18945) (Gazetted 29 August 2019)

#### **Clinical Services**

##### **Rebecca Neilson: 827-43106**

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. 22566) (Gazetted 12 September 2019)

#### **Clinical Services**

##### **Bronwyn Thomson: 839-26318**

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. 17603) (Gazetted 26 September 2019)

### **ACT Health**

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

##### **Centre for Health and Medical Research**

##### **Executive Office**

##### **Ian Pieper: 853-72099**

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

ACT Health

To: †Senior Officer Grade A \$145,048

ACT Health, Canberra (PN. 13476) (Gazetted 29 August 2019)

### **Major Projects Canberra**

##### **Carolina Ross: 85861634**

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 45255) (Gazetted 13 September 2019)