



ACT Government Gazette

Gazetted Notices for the week beginning 09 July 2020

VACANCIES

ACT Health

Selection documentation for the following positions may be downloaded from <http://www.health.act.gov.au/employment>.

Apply online at <http://www.health.act.gov.au/employment>

Policy, Partnerships and Programs

Health Policy and Strategy

Workforce and Chronic Conditions; Aged and Primary Care

Assistant Director

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 14097, several)

Gazetted: 09 July 2020

Closing Date: 23 July 2020

Details: The Health Policy and Strategy Branch is seeking two enthusiastic Assistant Directors with well-developed interpersonal, communication and liaison skills to contribute to the design, development, implementation and evaluation of health policies. The ideal candidates will have the ability to prepare a range of complex documents, including Ministerial briefs, submissions, and reports (preferably in a government setting).

The Health Policy and Strategy Branch is part of the Policy, Partnerships and Programs Division. The Division is responsible for providing advice to the ACT Health Directorate and the ACT Government to meet the health needs of the community. We do this by contributing to the creation of policy settings that ensure the right care can be accessed in the right place, in the right way, at the right time, and that people are better able to care for themselves. This includes but is not limited to, the provision of strategic health policy advice, project development and implementation, procurement of non-government services, and liaison with government, non-government and private sector stakeholders.

Health Policy and Strategy Branch leads Policy Partnerships and Programs' engagement with the policy cycle and is usually the first point of response for matters referred to the Division for action and advice for the Minister for Health. The Branch provides robust advice to ministers on strategic health policy and investment priorities and drives system wide policy and strategy that sets clear priorities for expenditure and activity. Policy areas include cross border arrangements, national partnership agreements, national health forums and committees, women, youth, children, LGBTIQ, dental, palliative care, aged and primary care, chronic conditions, workforce, disability, and fertility.

There are two positions available, one in the Workforce Policy and Chronic Conditions Team, and one in the Aged and Primary Care Team. The Workforce Policy and Chronic Conditions Team is responsible for progressing a range of health workforce policy issues, related to issues such as registration, accreditation, training and standards of practice. The Aged and Primary Care Team supports the delivery of home and community health support services that meet community needs.

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: Preferred, but not essential - relevant experience and/or tertiary qualifications in a relevant field. Experience working in a human services policy setting.

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

How to Apply: Please submit a written application of no more than three pages, responding to the required Selection Criteria in the Position Description; a current curriculum vitae; and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rowan Ford 0404 404 868 Rowan.Ford@act.gov.au

Calvary Health Care ACT (Public)

Pre-Admission Clinic

Registered Nurse

Registered Nurse Level 1 \$71,578 - \$92,040, Canberra (Expected, Several)

Gazette date: 14 July 2020

Closing Date: 30 July 2020

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

Reference Number: 13356

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

Contact Officer: Jennifer Cain on (02) 6201 6892

Hospital in the Home

Career Medical Officer

Chief Medical Officer Grade 1, \$131,000 - \$161,000 Canberra (Expected)

Gazette date: 14 July 2020

Closing Date: 30 July 2020

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

Reference Number: 13456

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

Contact Officer: Nicole McCosker (02) 61016438

Peri – Operative Suite

Nurse Educator

Registered Nurse Level 3 \$109,698 - \$114,212, Canberra (Expected, Several)

Gazette date: 14 July 2020

Closing Date: 30 July 2020

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

Reference Number: 13450

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

Contact Officer: Jennifer Cain on (02) 6201 6892

Canberra Health Services

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

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

Clinical Services

Rehabilitation, Aged and Community Services

University of Canberra Hospital, Cotter Ward

Clinical Nurse Consultant, University of Canberra Hospital – Cotter Ward

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 47832)

Gazetted: 16 July 2020

Closing Date: 30 July 2020

Details: About us

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.

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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. UCH is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The University of Canberra Hospital (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population. University of Canberra Hospital is Canberra's first purpose-built rehabilitation hospital and supports people recovering from surgery, injury, or experiencing mental illness.

The Clinical Nurse Consultant reports to the Assistant Director of Nursing. The CNC of a UCH ward is responsible for the day to day operational management of services with the ward, including the management of nursing workloads, model of care, and patient flow. The CNC is to provide expert clinical leadership and management within a nursing and multidisciplinary team. The CNC will develop and maintain collaborative partnerships with internal and external stakeholders to facilitate timely and appropriate patient flow. It is expected that the CNC will promote, incorporate and maintain the National Safety and Quality Health Standards at a ward level.

There is an expectation that the successful applicant/s will maintain accountability for their own practice standards, education and work collaboratively with the University of Canberra team to support the professional development of the UCH nursing workforce

Eligibility/Other Requirements:

Mandatory:

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Desirable:
- Post Graduate studies in Health Management or related field and/or
 - Post Graduate studies in Nursing
 - 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 temporary position available for six months with the possibility of extension and/or permanency.

Selection may be based on application and referee report only.

Contact Officer: Maria Harman (02) 5124 0033 maria.harman@act.gov.au

Rehabilitation, Aged and Community Services

Office Manager- Rehabilitation, Aged and Community Services

Administrative Services Officer Class 4 \$72,272 - \$78,254 , Canberra (PN: 40792)

Gazette Date: 9 July 2020

Closing Date: 23 July 2020

Details: Our Vision: creating exceptional health care together

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

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

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

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

Overview of the Work Area and Position

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

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

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

Geriatric Medicine - TCH

Rehabilitation Medicine- UCH

Client Support Services/Community – Village Creek Centre

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

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police check.

Note: The temporary full-time position is based at UCH and is available until February 2021 with possibility of extension. An order of merit list may be established to fill future vacancies at level over the next 12 months.

How to Apply: To complete your application, you must prepare responses to the Selection Criteria and upload this as part of your application along with a current curriculum vitae. For more information on how to apply go to <http://www.health.act.gov.au/employment/how-apply>.

For further information about the position and a copy of the performance expectations and jobs demands checklist, please contact the Contact Officer above.

Contact Officer: Steve Sculac (02) 5124 0226 Steve.sculac@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Acute Mental Health Services

HP3 Access Mental Health Team

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 40903)

Gazetted: 16 July 2020

Closing Date: 31 July 2020

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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.

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, Alcohol and Drug Services

Overview of the work area and position:

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

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

Rehabilitation and Specialty Services.

Adult Acute Mental Health Services.

Adult Community Mental Health Services.

Alcohol and Drug Services.

Child and Adolescent Mental Health Services (CAMHS), and
Justice Health Services.

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

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

At this level, it is expected that you will provide high quality clinical interventions and care to achieve positive outcomes for people. It is an expectation that you will contribute your expertise to the multidisciplinary team; provide supervision to staff within the Access Mental Health Team as well as students. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position reports to a Team Leader who is based on site in the health centre and is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Recovery Support Officers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

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

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

Eligibility/Other Requirements:

Mandatory Qualifications:

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia,

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

Current driver's licence.

For Psychology:

Be registered or be eligible for general registration with Psychology Board of Australia,
Applicants must have a minimum of three years (ideal five years) post qualification experience,
Current driver's licence
For Social Work:
Degree in Social Work,
Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW),
Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*,
Applicants must have a minimum of three years (ideal five years) post qualification experience,
Current driver's licence.
Prior to commencement successful candidates will be required to:
Comply with CHS credentialing requirements for allied health.
Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).
Undergo a pre-employment National Police check.
Note: There may be some driving involved in this role and the successful candidate will be expected to work on a 38 hour, seven day per week 24 hour rotating roster.
Contact Officer: Julie Hanson (02) 6205 3266 julie.hanson@act.gov.au

Adult Community Mental Health

Woden Mental Health Team

Clinical Manager

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 30638)

Gazetted: 16 July 2020

Closing Date: 29 July 2020

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

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

The new MoC is underpinned by principles of recovery and aims to:

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

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

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

The successful applicant/s will be required to work as a member of the multidisciplinary team providing assessment and management of people experiencing mental illness. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

The successful applicant/s will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that you will contribute your expertise to the multidisciplinary team; provide supervision to staff at the Health Professional 1 and 2 Levels as well as students.

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

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

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

Eligibility/Other Requirements:

Mandatory:

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia

HP3: Minimum of three years (ideal five years) post qualification

For Social Work:

Degree in Social Work

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

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

HP3: Minimum of three years (ideal five years) post qualification

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 CHS credentialing requirements for allied health.

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

Note: This position is a full time position with standard business hours from Monday to Friday. Full Time is preferred however candidates who wish to apply at 0.8 FTE or above will be considered.

Contact Officer: Danny Farrow 0451 996 565 Danny.Farrow@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health

Health Professional Level 3 Home Assessment and Acute Response Team (HAART)

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 30456)

Gazetted: 16 July 2020

Closing Date: 29 July 2020

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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:

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Justice Health Services

Rehabilitation and Specialty Mental Health Services

This exciting permanent opportunity is based with Home Assessment and Acute Response Team (HAART) a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). The ACMHS provide services for people aged over 18 years and has a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new model of care which will improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:

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

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

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

Relevant to this position the HAART team provides community in-reach into inpatient units to facilitate early discharge, hospital diversion, outreach assessment and treatment to people experiencing and living with a severe mental illness and complex needs in a community setting.

HAART operates an extended hour's service, operating seven days a week and the position holder will be required to work a rotating roster including morning, evening shifts, on call arrangements and public holidays.

The successful applicant will be required to work as a member of the multidisciplinary team providing assessment and management of people experiencing mental illness. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

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

Importantly the new model of care will allow greater opportunity for clinicians to deliver discipline specific interventions, with case-loads reflecting strengths based models of care. The position reports to a Team Leader who is based on site and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants). This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

Eligibility/Other Requirements:

Mandatory Qualifications:

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia.

Minimum of three years, ideally five years, post-qualification experience.

For Psychology:

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

Minimum of three years, ideally five years, post-qualification experience.

For Social Work:

Degree in Social Work.

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

Minimum of three years, ideally five years, post-qualification experience.

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

Other qualifications:

Current driver's licence.

Highly desirable qualifications:

Have a strong understanding of working in an adult community mental health service.

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

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police check.

Note: This is a temporary position available for period of six months.

Contact Officer: Peter Sheils (02) 5124 9152 Peter.sheils@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Service

Adult Community Mental Health

RN2 Access Mental Health Team

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 41432)

Gazetted: 16 July 2020

Closing Date: 31 July 2020

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

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

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, Alcohol and Drug Services.

Overview of the work area and position:

Mental Health, Justice Health, Alcohol and Drug Service (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 several 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 Services

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

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

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

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

Eligibility/Other Requirements:

Mandatory Qualifications:

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

A minimum of two years' experience working as a Registered Nurse in a mental health or related field

Desirable:

Post Graduate Qualification in Mental Health Nursing or working towards such

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police check.

Note: There may be some driving involved in this role and the successful candidate will be expected to work in a 38-hour, seven day per week 24 hour rotating roster.

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

Rehabilitation Aged and Community Services

RACS Nursing

Discharge Liaison Nurse, Acute Care of the Elderly, Ward 11A/B

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 22231)

Gazetted: 16 July 2020

Closing Date: 27 July 2020

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.

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

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, Alcohol and Drug Services.

Overview of the work area and position:

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

We are looking for enthusiastic and experienced nurses to fill positions at the Discharge Liaison Nurse, Registered Nurse, L2 level.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Minimum of two years' experience in geriatric setting.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check,

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

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

Contact Officer: Chris Mead (02) 5124 3035 christine.mead@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Registered Nurse, Home Assessment and Acute Response Team (HAART)

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 48120, several)

Gazetted: 16 July 2020

Closing Date: 27 July 2020

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

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

Overview of the work area and position:

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

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

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

This exciting opportunity is based with the Home Assessment and Acute Response Team (HAART) a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). The ACMHS provide services for people aged over 18 years and has a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new model of care which will improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:

- Increase standardisation of procedures, processes and practices to promote more internal consistency in service delivery and best practice interventions
- Clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact
- Provide optimal treatment for people in their homes and community as effective hospital diversion

Relevant to this position the HAART team provides community in-reach into inpatient units to facilitate early discharge, hospital diversion, outreach assessment and treatment to people experiencing and living with a severe mental illness and complex needs in a community setting.

HAART operates an extended hours service, operating seven days a week and the position holder will be required to work a rotating roster including morning, evening shifts, on call arrangements and public holidays.

The successful applicant will be required to work as a member of the multidisciplinary team providing assessment and management of people experiencing mental illness. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

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

The position reports to a Team Leader who is based on site and is supported by a cohesive multidisciplinary team including Nurses, Social Workers, Occupational Therapists, Psychologists, Psychiatrists and Allied Health Assistants. This is an exciting opportunity for someone who may be interested in working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

Eligibility/Other Requirements:

Mandatory:

- Tertiary qualifications in Nursing with current registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Minimum 24 months nursing experience in a mental health related area of employment

Desirable:

- Post Graduate Qualification in Mental Health Nursing or working towards such.
- Hold a current driver's license.

Prior to commencement successful candidates will be required to:

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

Note: These are temporary positions available for six months.

Contact Officer: Peter Sheils (02) 5124 2542 peter.sheils@act.gov.au

Clinical Services

Mental Health Justice Health Alcohol and Drug Services

Adult Mental Health Unit

Administrative Service Officer - Office Manager

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 28661)

Gazetted: 16 July 2020

Closing Date: 24 July 2020

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. • 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 Adult Acute Mental Health Services incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU) and the Consultation Liaison (CL) Team across the Emergency Department and The Canberra Hospital (TCH). AMHU is a 40-bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. MHSSU is a 6-bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation. The Office Manager reports to the Assistant Director of Nursing (ADON) and provides administrative assistance to the Adult Mental Health Unit. This position includes the provision of high-quality customer service to the people who access or engage with the team.

Eligibility/Other Requirements

Mandatory: • Knowledge and experience in the use of relevant medical terminology. Desirable: • Working knowledge and access to ACTPAS, MAJICeR and MyFM. • Understanding in dealing with persons affected with a Mental Illness. • Current driver's licence. Prior to commencement successful candidates will be required to: • Undergo a pre-employment National Police Check. • Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes This is a temporary position available immediately until 14 January 2021. For more information on this position and how to apply "click here"

Contact Officer: Regina Ginich (02) 5124 1700 regina.ginich@act.gov.au

Medical Services

Executive Director Medical Services

Credentialing and Scope of Clinical Practice Officer

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 23851)

Gazetted: 16 July 2020

Closing Date: 29 July 2020

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Our Values: Reliable, Progressive, Respectful and Kind

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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, Alcohol and Drug Services.

Overview of the work area and position:

The position of Credentialing and Scope of Clinical Practice Officer sits within the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU) of Canberra Health Services. The role is part of a small team that manages the operations of the credentialing and scope of clinical practice process and provides the secretariat function to the scope of clinical practice committees under the *Health Act 1993*.

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This is a temporary position available for 18 months with a possibility of extension. The successful applicant will be expected to start from 24 August onwards (likely 31 August though). The successful applicant may be based on written application and referee reports only.

Contact Officer: Sally Cuff (02) 5124 7231 sally.cuff@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Service

Adult Community Mental Health

Allied Health Assistant 3

Allied Health Assistant 3 \$66,263 - \$69,516 (up to \$73,540 depending on qualification level), Canberra (PN: 37823)

Gazetted: 16 July 2020

Closing Date: 27 July 2020

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 and alcohol and drug services.

Overview of the work area and position:

Mental Health, Justice Health, Alcohol and Drug Service (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance of well-being and harm minimisation. The participation of people access to our service is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with individuals,

carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

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

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

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

Under the direction of the multidisciplinary team (MDT), Allied Health Assistants (AHAs) working within MHJHADS support people to achieve their personal recovery goals as identified in their Recovery Plan. Staff at an AHA3 level are expected to demonstrate all the aspects of the full scope AHA role, plus knowledge, skills, attitudes and experience related to allied health support at an advanced level, including an in-depth understanding and application of principles and practices within the relevant allied health discipline/s. Staff at AHA3 level would also be expected to organise their own workload and set priorities within the service delivery model as delegated by the health professional.

The role involves participating in a team to produce quality outcomes for the Canberra community, discussing planned care interventions in a multidisciplinary environment. This role will involve computer and phone work as well as face to face contact with persons from the community. There may be some driving involved in this role. This work will primarily be based in the Belconnen Health Centre, however at times the location of this work may be at other settings in the community such as private residences and or health centres.

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

Eligibility/Other Requirements

Mandatory:

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

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

A minimum of 24 months experience in a related/relevant organisation/service.

Hold a current driver's licence.

Highly Desirable:

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

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police check.

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

Rehabilitation, Aged and Community Services

Community Care Program

Occupational Therapist, Community Care Program

Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN: 24498)

Gazetted: 16 July 2020

Closing Date: 29 July 2020

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

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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

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

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

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

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

Eligibility/Other Requirements:

Mandatory:

Be registered as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA). Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

Current driver's licence.

Desirable:

Previous experience as an Occupational Therapist within a Community setting.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note: This is a temporary position available for 11 months. Applications from this recruitment process may be used to fill temporary or permanent identical positions within the next 12 months.

Contact Officer: Kari Moore (02) 5124 1212 kari.moore@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health

HP2 Home Assessment and Acute Response Team (HAART)

Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN: 48122, several)

Gazetted: 16 July 2020

Closing Date: 30 July 2020

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

Our Values: Reliable, Progressive, Respectful and Kind

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

Overview of the work area and position:

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

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

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

This exciting opportunity is based with the Home Assessment and Acute Response Team (HAART) a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). The ACMHS provide services for people aged over 18 years and has a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new model of care which will improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:

- Increase standardisation of procedures, processes and practices to promote more internal consistency in service delivery and best practice interventions
 - Clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact
 - Provide optimal treatment for people in their homes and community as effective hospital diversion
- Relevant to this position the HAART team provides community in-reach into inpatient units to facilitate early discharge, hospital diversion, outreach assessment and treatment to people experiencing and living with a severe mental illness and complex needs in a community setting.

The successful applicants will be required to work as a member of the multidisciplinary team providing assessment and management of people experiencing mental illness. Applicants will be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

Successful applicants will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes.

The position reports to a Team Leader who is based on site and is supported by a cohesive multidisciplinary team including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants. This is an exciting opportunity for people who may be interested in working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

Eligibility/Other Requirements:

Mandatory Qualifications:

For Occupational Therapy:

- Be registered or eligible for registration with the Occupational Therapy Board of Australia.
- Eligibility for professional membership of Occupational Therapy Australia.
- Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia.
- Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

For Social Work:

- Degree in Social Work.
- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW).
- Be registered under the Working with Vulnerable People (Background Checking) Act 2011.
- Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

Other qualifications:

- Hold a current driver's licence.

Highly desirable:

- Have an understanding of working in an adult community mental health service.
- For Psychology: Approved or eligible for approval as a Psychology Board of Australia Supervisor.

Prior to commencement successful candidates will be required to:

- Comply with CHS credentialing requirements for allied health.
- Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).
- Undergo a pre-employment National Police check.

Note: These are temporary position's available for a period of six months. HAART is an extended hours service, operating seven days a week and the position holder will be required to work a rotating roster including morning, evening shifts, on call arrangements and public holidays.

Contact Officer: Peter Sheils (02) 5124 9152 peter.sheils@act.gov.au

Clinical Services

Territory Wide Surgical Services

Central Waiting List

Central Waitlist Officer

Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 36786)

Gazetted: 16 July 2020

Closing Date: 23 July 2020

Details: About us

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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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

Territory Wide Surgical Services forms part of the Clinical Operations Division within Canberra Hospital and Health Services of ACT Health and supports the provision of effective public surgical services in ACT public hospitals.

The role of the Territory Wide Surgical Services Team is to establish, review and update policy that governs the management of elective surgery for ACT public hospitals. The service also provides support for initiatives to improve the efficiency and effectiveness for elective surgery including managing access to surgery through the Central Waitlist Service and the Telephone information Service.

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

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

Eligibility/Other Requirements:

Experience in the use of the ACT Patient Administration System and a high level of keyboard and administrative skills in a health environment would be an advantage.

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 (OMU).

Note: This is a temporary position available for a period of six months with the possibility of permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months.

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

Women, Youth and Children

Director of Allied Health

Service Coordinator

Senior Professional Officer Grade C \$108,926 - \$117,249, Canberra (PN: 46873)

Gazetted: 16 July 2020

Closing Date: 30 July 2020

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.

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

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, Alcohol and Drug Services.

Overview of the work area and position:

The Paediatric Endocrinology and Diabetes Service provides coordinated and integrated care for children, young people and their families with diabetes and other endocrinological conditions. It is an interdisciplinary service comprising medical, nursing and allied health professionals and is delivered under a partnership model in which shared decision making and respectful and sensitive care are central to achieving outcomes. Services are delivered at the Centenary Hospital for Women and Children and Gungahlin Community Health Centre.

The Service Coordinator will provide high level leadership of a contemporary, interdisciplinary team of health professionals. This is a newly established position and provides an exciting opportunity to provide strategic leadership, establish new systems and processes and drive change under a new model of care.

The Service Coordinator will report operationally to the Director of Allied Health in the Division of Women, Youth and Children.

Eligibility/Other Requirements

Mandatory:

Tertiary qualification in a health or related discipline and/or postgraduate qualifications in health, behavioural science or management.

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

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

Highly Desirable:

Experience in paediatric diabetes management.

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police check.

Note: This is a temporary position available for 12 months with the possibility of permanency. This position is part-time at four days a week (29.24 hours) and the full-time salary noted above will be pro-rata.

Contact Officer: Pip Golley (02) 5124 4236 Pip.Golley@act.gov.au

Medical Services Group

MOSCETU

Manager Medical Roster Team

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 13500)

Gazetted: 16 July 2020

Closing Date: 29 July 2020

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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

MOSCETU has responsibility for:

The process for credentialing and defining the scope of clinical practice of senior doctors and dentists seeking an appointment or re-appointment to a public health facility in the ACT and the process for the management of a complaint or concern about the clinical competence of a senior doctor or dentist working in a public health facility in the ACT. The unit also manages the work of the CHS Medical and Dental Appointments Advisory Committee (MDAAC). It also provides ad-hoc clinical governance advice to the Executive Director Medical Services, MOSCETU and CEO Canberra Health Services;

The development, co-ordination, management and facilitation of the Junior Medical Officer Education and Training Program; and

Manage the recruitment, rostering and administration related to the Junior Medical workforce.

Under broad direction from the Director MOSCETU you will provide leadership and direction to the Medical Rostering Team, to ensure efficient, reliable and high-quality rostering, administrative and support services to the Junior Medical workforce of Canberra Health Services (CHS). Provide financial accountability and FTE governance over the JMO cohort of CHS.

Eligibility/Other Requirements:

Desirable:

Experience working in a healthcare setting in a Human Resource Management/Administration role

Previous medical rostering experience in a public hospital environment.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Robyn Hughes (02) 5124 4116 robyn.hughes@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health

RN3.1 Access Mental Health Team

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 40845)

Gazetted: 16 July 2020

Closing Date: 29 July 2020

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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, Alcohol and Drug Services.

Overview of the work area and position:

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, 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 several locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' home. These services include:

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

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

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

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

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

Eligibility/Other Requirements:

Mandatory Qualifications:

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

A minimum of three years' experience working as a Registered Nurse in a mental health or related field.

Desirable:

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

Current driver's licence.

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police check.

Note: There may be some driving involved in this role and the successful candidate will be expected to work in a 38-hour, seven day per week 24 hour rotating roster.

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

Nursing and Midwifery and Patient Support Services

Infection Prevention and Control Unit

Clinical Nurse Consultant

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 19170)

Gazetted: 16 July 2020

Closing Date: 30 July 2020

Details: About us

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

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

Overview of the work area and position:

The Infection Prevention and Control Unit comprises a team of dedicated nursing staff working with the Infectious Diseases medical staff to minimise infection risks for patients, health care workers, and the general public.

The Unit strives for excellence in achieving this aim through ongoing programs including staff and public education, policy development and review, and surveillance of hospital-acquired infections; key input in location and equipping of new or redesigned clinical areas; outbreak management; and promotion of hand-hygiene and other infection control techniques.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Holds or is working towards tertiary qualifications in Infection Control.

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 (OMU).

Note:

This is a part-time position at 32 hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Wendy Beckingham (02) 5124 3695 wendy.beckingham@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Service

Adult Community Mental Health

Home Assessment and Acute Response Team (HAART)

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 15149)

Gazetted: 16 July 2020

Closing Date: 29 July 2020

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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:

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Justice Health Services

Rehabilitation and Specialty Mental Health Services

This exciting temporary opportunity is based with Home Assessment and Acute Response Team (HAART) a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). The ACMHS provide services for people aged over 18 years and has a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new model of care (MoC) which will improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:

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

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

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

Relevant to this position the HAART team provides community in-reach into inpatient units to facilitate early discharge, hospital diversion, outreach assessment and treatment to people experiencing and living with a severe mental illness and complex needs in a community setting.

HAART operates an extended hour's service, operating seven days a week and the position holder will be required to work a rotating roster including morning, evening shifts, on call arrangements and public holidays.

The successful applicant will be required to work as a member of the multidisciplinary team providing assessment and management of people experiencing mental illness. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

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

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

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

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

Eligibility/Other Requirements:

Mandatory Qualifications:

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

Minimum three years nursing experience in a mental health services, and

Strong understanding of adult community mental health services.

Desirable:

Post Graduate Qualification in Mental Health Nursing or working towards such, and

Current driver's licence.

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police check.

Note: This is a temporary vacancy for a period of six months. HAART operates an extended hour's service, operating seven days a week and the position holder will be required to work a rotating roster including morning, evening shifts, on call arrangements and public holidays.

Contact Officer: Peter Sheils (02) 5124 9152 peter.sheils@act.gov.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

Executive Director, Corporate Services

Temporary Vacancy (asap – 14 August 2020, with the possibility of extension)

Canberra Institute of Technology

Position: E1028

(Remuneration equivalent to Executive Level 2.2)

Date circulated: 15 July 2020

Circulated to: ACTPS Senior Executive List

Expressions of interest (EOI) are sought for the position of Executive Director, Corporate Services to commence as soon as possible until 14 August 2020 with the possibility of extension.

CIT is seeking an experienced and motivated executive to play a pivotal and significant leadership role as CIT adopts an organisation-wide shift in new thinking and practices to meet the training needs of the new world of work. CIT is a trusted, iconic feature of Canberra's vocational education and training landscape, offering a unique value proposition benefiting the ACT region and the nation as a whole.

As part of the senior executive team, the Executive Director, Corporate Services will lead the Corporate Services division and engage across the Institute to manage strategic planning, corporate governance, finance and business systems and processes and human resources.

You should have a strong focus on results and be experienced in maintaining effective working relationships with stakeholders.

For further information please see the Executive Capabilities attached.

To apply: Please submit a short expression of interest of no more than two pages outlining what you could contribute to this important role, details of two referees and a current curriculum vitae to Leanne Cover via email to leanne.cover@cit.edu.au by COB Friday 17 July 2020.

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

Remuneration: The position attracts a remuneration package ranging from \$286,648 - \$298,006 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$227,160.

Contact Officer: Leanne Cover (02) 6207 3107 leanne.cover@cit.edu.au

Corporate Services

Student Management Systems

Banner Business - Functional Analyst

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 48309)

Gazetted: 10 July 2020

Closing Date: 17 July 2020

Details: An exciting opportunity exists at the Canberra Institute of Technology (CIT) for an experienced Business - Functional Analyst to join the Student Management Systems Team. In this role, you will identify, plan and implement enhancements to CIT's Student Information Management System (the Banner System) to meet the changing needs of the Institute. You will design solutions, develop specifications and robust testing procedures. You will effectively engage with stakeholders during the development of solutions, user testing and system implementation. You will also be required to design, produce and maintain reports to internal and external clients using Structured Query Language (SQL) tools such as SQL Developer and Argos. A strong client service focus

together with experience in driving innovation and change, including system upgrades in an Information Management Systems environment are essential to be successful in this role.

Eligibility/Other Requirements: Experience with Student Information Management Systems such as Banner and the Argos reporting tool will be highly regarded.

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

How to Apply: Applicants are required to address the Selection Criteria in the Position Description (maximum four pages) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide Referee Reports at a later date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dulip Seneviratne (02) 6207 5601 dulip.seneviratne@cit.edu.au

Education and Training Services

CIT Trade Skills

CIT Automotive, Metals and Logistics

Automotive Trades Teacher

Teacher Level 1 \$76,460 - \$102,020, Canberra (PN: 51954)

Gazetted: 14 July 2020

Closing Date: 28 July 2020

Details: The Automotive department is seeking a full-time teacher for the delivery of Automotive Light Mechanical trades. This is based at CIT Fyshwick. The position requires the ability to work within the department 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 educational resources.

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

Eligibility/Other Requirements:

Mandatory Qualifications and/or Registrations/Licensing:

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 - 2021, 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 2019 - 2021.

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 of one of the below qualifications:

Mandatory:

Certificate III in Light Vehicle Mechanical Technology AUR30616 or equivalent of.

Desirable:

Demonstrated experience in developing and enhancing strategic relationships in a user choice operating environment.

Knowledge of the Australian Apprenticeship System.

High Level Computer Literacy.

How to Apply: Please provide a response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and copies of referee reports.

Applications should be submitted via the Apply Now button below
Contact Officer: Evan Street (02) 6207 3814 Evan.Street@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

Shared Services ICT

Technology Services

Technical Services Delivery

O365 Administrator

Information Technology Officer Class 2 \$86,547 - \$99,051, Canberra (PN: 05137)

Gazetted: 09 July 2020

Closing Date: 23 July 2020

Details: Are you interested in resolving technical issues? Do you enjoy engaging with stakeholders? Then this is your opportunity to be part of an exciting program of work within the Microsoft Office 365 environment including High-Availability Solutions and the Windows Platform for ACT Government.

What you will do: You will be responsible for providing Microsoft O365 technical support for on-line maintenance, fault diagnosis and the identification and implementation of remedial action including monitoring and reporting by using your high-level understanding of the following programs:

Microsoft Windows Server and related infrastructure (DNS, DHCP);

Microsoft Exchange with Email Archiving and/ or Exchange On-Line;

Microsoft Windows PowerShell / PowerShell DSC;

Microsoft Systems Centre Operations Manager (SCOM); and

Microsoft Systems Centre Configuration Manager (SCCM).

You will use your excellent communication skills to contribute as part of a team to identify and improve effective business activities and work with internal and external stakeholders to ensure those services are provided to a high standard.

What you require: To be successful in this role you will have analytical and problem resolution skills, particularly the ability to understand how technical issues integrate and impact the overall business. You will have an understanding of emerging market trends and the ability to use this knowledge and expertise to enhance service delivery to customers. Your ability to adapt to changing circumstances and balance multiple priorities and demands, within a constantly changing environment will ensure you succeed in the role.

Eligibility/Other Requirements: Knowledge of the Information Technology Infrastructure Library (ITIL) framework or certification and Technology Service Management (ITSM) tools, such as Service Now would be advantageous.

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

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

How to Apply: 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 two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tom Papazoglou (02) 6207 9858 tom.papazoglou@act.gov.au

Shared Services

Partnership Services

Customer Support Services

Administrative Support Officer

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 48221)

Gazetted: 15 July 2020

Closing Date: 22 July 2020

Details: Customer Support Services in Shared Services is passionate about innovation and improving service delivery across the ACT Government to enhance the customer experience. We're looking for a like-minded person

to join our team as an Administrative Support Officer. You will make your mark assisting with the coordination of high-level administrative duties independently. Sound communication skills with attention to detail in a customer focused environment is a must. You will be able to juggle multiple priorities and able to support the team deliver their core objective by supporting several processes. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Experience in handling multiple tasks with competing priorities. An ACT Government CMTEDD Baseline clearance is required for this position.

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

How to Apply: Your suitability for this position will be assessed based on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities of the role as outlined in the Position Description. Please send us your curriculum vitae and a two-page pitch outlining why you think you're the best person for the job.

Applications should be submitted via the Apply Now button below.

Contact Officer: James Prothero (02) 6207 1751 james.prothero@act.gov.au

Shared Services ICT

Technology Services Branch

Executive Assistant to the Chief Technology Officer

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 24719)

Gazetted: 14 July 2020

Closing Date: 30 July 2020

Details: Are you a natural administrator, organised, self-motivated and have great attention-to-detail? Do you have an interest in technology and do you have a 'can-do attitude'? Then this opportunity is for you!

The Chief Technology Officer, Shared Services ICT is seeking an enthusiastic and highly organised person for the role of Executive Assistant to provide professional administrative support. Responsibilities of the position include: diary management, co-ordination of correspondence and briefs, consolidation of responses for internal and external reporting, and maintaining efficient and effective office systems.

The position requires commitment to quality customer service, a high level of attention-to-detail, and the ability to exercise sound judgement, flexibility, tact and discretion.

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

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

How to Apply: If this sounds like you please submit a two-page "pitch" detailing how you are the right person for this opportunity. Use examples to demonstrate how your Skills, Knowledge, Behavioural Capabilities and Experience are suitable to the role. Please attach your curriculum vitae and the contact details of two current referees.

Applications should be submitted via the Apply Button now.

Contact Officer: Ashlee Hall (02) 6207 8107 Ashlee.Hall@act.gov.au

Payroll and HR Systems

Payroll Services

Payroll Officer

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 09438, several)

Gazetted: 09 July 2020

Closing Date: 23 July 2020

Details: We are looking for experienced people to work in our Payroll Services team at the Administrative Services Officer Class 4 classification level to deliver effective and accurate payroll services to our customers.

To be successful in this role you need to be a team player, value inclusion and diversity, and have excellent communication skills, sound judgement, commitment to continuous improvement and the ability to work with limited direction. You will also be curious, confident in resolving problems and providing clear, constructive and timely advice.

If you want to become a payroll professional then we would love you to join our team.

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

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

How to Apply: Your pitch should be no more than two pages demonstrating your experience against key duties and capabilities in the attached Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Holly Cooper (02) 6207 5824 Holly.Cooper@act.gov.au

Shared Services

Customer Support Services

Service Desk

Service Delivery Officer

Information Technology Officer Class 1 \$70,058 - \$79,749, Canberra (PN: 47123, several)

Gazetted: 09 July 2020

Closing Date: 30 July 2020

Details: Do you have great customer service skills and looking for a challenging role in a fast paced environment? Have an interest in technology or want to learn more about technical support provided in a government setting? Shared Services Customer Support Team is looking for a highly motivated Service Delivery Officer for highly motivated individuals with experience in providing customer support. You will be responsible for providing and coordinating ICT support to a number of ACT Government Directorates. You will have a strong customer focus, interest in technology, highly adaptable to a changing work environment and a willingness to be part of a dynamic team. 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:

Educational and professional qualification checks may be undertaken prior to employment.

Successful applicants may be required to provide onsite support or work on the Service Desk and must be willing to rotate between roles as required.

Current driver's licence is essential.

Knowledge of the Information Technology Infrastructure Library (ITIL) structure and principles would be advantageous.

An understanding of the ACT Government's ICT infrastructure environment and experience in the use and support of ICT systems and applications would be highly regarded.

Current Baseline security clearance or ability to obtain and hold a baseline security clearance is mandatory.

Note: This advertisement is for future vacancies. These are temporary positions for various contracts with the possibility of permanency. These positions may 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. A merit pool 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 review the Position Description for further details about the role, and the capabilities required to perform the duties and responsibilities of the position. Please submit a written response of no more than two pages, contact details for at least two referees and a current curriculum vitae. The response should be written in the form of a pitch, providing evidence of your capacity to perform the duties and responsibilities as listed under the sections "What you will do" and "What you require" in the Position Description. 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 suitable for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ryan Snow (02) 6205 4613 ryan.snow@act.gov.au

Shared Services ICT

Strategic Business

Assistant Director Program Director

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 14480)

Gazetted: 10 July 2020

Closing Date: 17 July 2020

Details: What you will do: Program Manage a range of IT projects, often concurrently, through the full life cycle and in accordance with recognised project management methodologies to deliver a quality outcome within agreed tolerances. Provide advice on information technology, work with team and broader business to ensure effective communication to clients and other stakeholders, at all levels. Be responsible for implementing and driving a program of work within a Directorate, ensuring business needs are mapped to technical solutions, in line with broader IT and business strategy. Document and develop essential program and project artefacts, including business cases, project plans, business requirements, tender documentation and general status and progress reports, both scheduled and ad hoc. Employ sound program and project management principles and practices, including financial management, risk management, security and data to ensure projects deliver planned 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 disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Demonstrated experience in implementing cloud-based business solutions, preferably with a Customer Relationship Management (CRM) offering (e.g. Salesforce). Relevant highly developed knowledge and understanding of program and project management and their application. Relevant formal qualifications in a recognised program/project management discipline would be highly desirable. An ACT Government Baseline clearance is required for this position.

Note: This is a temporary position available for a period of nine months 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.

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 two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ed Purrer (02) 6207 7827 ed.purrer@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

Deputy Director-General

Temporary Vacancy (1 August 2020 to 25 March 2021)

Community Services Directorate

Office of the Director-General

Position: E601

(Remuneration equivalent to Executive Level 3.2)

Date circulated: 09 July 2020

Circulated to: ACTPS Band 2 and Band 3 Executive

An exciting opportunity exists for an experienced Executive to lead the functions in accordance with the priorities of the ACT Government and the ACT Public Service values and behaviours. Applications are sought for the role of Deputy Director-General, Community Services Directorate (CSD).

The Deputy Director-General reports directly to the Director-General and is responsible for leading the Directorate to enable it to meet its strategic objectives and operational requirements.

The Deputy Director-General (DD-G) is a key supporting role in the formulation of policy and planning for the Directorate's functions and programs that involve complex technical and policy issues and are critical to service wide operations and government.

The DD-G will provide strategic leadership to the day to day operations of the Directorate and take specific responsibility in assisting and deputising for the Director-General in relation to the full range of functions and programs of the Directorate. The DD-G also provides effective change management oversight for all significant and whole of Directorate business innovation and improvement and will exercise delegated authority to plan, direct and/or execute programs, functions and support activities.

The successful applicant will demonstrate the ability to exercise high levels of adaptability and flexibility and conceptual, analytical and creative skills when managing continuing changes in programs, technology development and unknown or conflicting requirements.

The Deputy Director-General is a member of the Directorate's Executive Board.

To apply: Please provide a two page expression of interest detailing your suitability for the role, along with your resume and the names of two referees to Jo Wood via email to jo.wood@act.gov.au by COB Thursday 16 July 2020.

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

Remuneration: The position attracts a remuneration package ranging from \$361,128 - \$375,818 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$293,809.

Contact Officer: D-G Jo Wood (02) 6205 1974 jo.wood@act.gov.au

Executive Branch Manager, People Management

Temporary Vacancy (asap to 31 March 2021)

Community Services Directorate

Corporate Services

Position: E673

(Remuneration equivalent to Executive Level 1.4)

Date circulated: 16 July 2020

Circulated to: ACTPS Senior Executive List and ACTPS SOGA

The role of the Executive Branch Manager, People Management is responsible for human resources, workforce planning and centralised recruitment activities, workplace health and safety, public interest disclosures and integrity issues, and learning and development activities for the Community Services Directorate.

The Executive Branch Manager is to lead the management of these functions in accordance with the priorities of the ACT Government and the ACT Public Service values and behaviours. The position also represents the Directorate through membership of various whole of Government reference and working groups.

The position has significant contact with senior executives within the Directorate and across the ACT Public Service and will be required to provide complex and confidential advice to senior executives on a range of people and policy related matters.

The Executive Branch Manager should have a proven record, as well as demonstrable skills, in change management and service delivery reform and have a proven record in management of complex relationships, financial acumen and effective leadership.

This position reports directly to the Executive Group Manager, Corporate Services.

To apply: Interested candidates should submit a one-page Expression of Interest and curriculum vitae to Anne Maree Sabellico via email to annemaree.sabellico@act.gov.au by COB Thursday 23 July 2020.

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

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

Contact Officer: Anne Maree Sabellico, Deputy Director-General, Community Services Directorate (02) 6207 1552 annemaree.sabellico@act.gov.au

Cultural Facilities Corporation

Canberra Theatre Centre

Head Lighting/Electrician

CFC Head Technical \$68,776, Canberra (PN: 3567)

Gazette Date: 13 July 2020

Closing Date: 27 July 2020

Based in the heart of the Nation's Capital, Australia's first performing arts centre, The Canberra Theatre Centre, is seeking a keen self-motivated individual to join its technical department in the Full time permanent role of Head of Lighting. The Head of Lighting manages the Centre's Lighting department, responsible for the safe and timely staging of more than 500 hundred annual performances across the Centre's three venues. The Head of Lighting works closely with all technical department staff to ensure the best results on all productions. Duties include rostering and supervising a casual workforce, evening and weekend work on productions, and responsibility for the operation and ongoing maintenance of the Centre's lighting equipment. Applicants must have proven technical experience in the professional performing arts environment, as well as being a team player with great communication skills. A strong understanding of ETC, common lighting consoles, lighting design and CAD software are desirable.

Contact Officer: Rohan Cutler 02 6243 5736 rohan.cutler@act.gov.au

Canberra Theatre Centre

Head Audio Technician

CFC Head Technical \$68,776, Canberra (PN: 024)

Gazette Date: 13 July 2020

Closing Date: 27 July 2020

Based in the heart of the Nation's Capital, Australia's first performing arts centre, The Canberra Theatre Centre, is seeking a keen self-motivated individual to join its technical department in the [Full time/permanent] role of Head Audio. The Head Audio manages the Centre's Audio/AV department, responsible for the safe and timely staging of more than 500 hundred annual performances across the Centre's three venues. The Head Audio works closely with all technical department staff to ensure the best results on all productions. Duties include rostering and supervising a casual workforce, evening and weekend work on productions, and responsibility for the operation and ongoing maintenance of the Centre's Audio, Audio Visual and Access services equipment. Applicants must have proven technical experience in the professional performing arts environment, as well as being a team player with great communication skills.

Contact Officer: Rohan Cutler 02 6243 5736 rohan.cutler@act.gov.au

Canberra Museum and Gallery

Director

Senior Professional Officer Grade A, \$148,991, Canberra (PN: 8501)

Gazette Date: 13 July 2020

Closing Date: 29 July 2020

We are looking for a leader in the museums and galleries sector: a highly talented, motivated and dynamic individual with extensive experience in the sector, to guide the Canberra Museum and Gallery (CMAG) in its next phase of development.

The person we are looking for will have the following qualities.

*The vision and drive to develop CMAG further as a leading regional facility.

*Extensive experience in all aspects of leading a gallery and/or museum and in museological principles and practices, including the ability to lead staff from different disciplines and to manage the development of exhibitions, learning programs and community programs, together with collection management activities.

*The ability to make a strategic and constructive contribution as a member of the senior management team of the Cultural Facilities Corporation.

CMAG is part of the Cultural Facilities Corporation (CFC), a statutory enterprise of the ACT Government that manages a number of the ACT's major cultural venues.

CMAG serves a unique role as a place to experience the diverse history and contemporary culture of the Canberra region.

The Director of CMAG reports directly to the Chief Executive Officer (CEO) of the CFC and, through the CEO, to the CFC Board.

Eligibility/Other Requirements: A degree in fine arts, art history, social history, cultural heritage management, arts management or similar is essential.

How to Apply: Applicants must submit a CV and a written response to the selection criteria outlined in the position description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Harriet Elvin (02) 6207 3976

Canberra Theatre Centre

Head Mechanist - Canberra Theatre Centre

CFC Head Technical \$68,776, Canberra (PN: K2020)

Gazette Date: 13 July 2020

Closing Date: 27 July 2020

Based in the heart of the Nation's Capital, Australia's first performing arts centre, The Canberra Theatre Centre, is seeking a keen self-motivated individual to join its technical department in the full time, permanent role of Head Mechanist. The Head Mechanist manages the Centre's mechs department, responsible for the safe and timely staging of more than 500 hundred annual performances across the Centre's three venues. The Head Mechanist works closely with all technical department staff to ensure the best results on all productions. Duties include rostering and supervising a large casual workforce, evening and weekend work on productions, and responsibility for the operation and ongoing maintenance of the Centre's staging equipment.

Eligibility/Other Requirements: Applicants must have proven technical experience in the professional performing arts environment, as well as being a team player with great communication skills. A strong understanding of manual fly systems, rigging and trade skills are also desirable.

How to Apply: Applicants must submit a CV and a written response to the selection criteria outlined in the position description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rohan Cutler 02 6243 5736 rohan.cutler@act.gov.au

Canberra Theatre Centre

Marketing Manager – Canberra Theatre Centre

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 011)

Gazette Date: 13 July 2020

Closing Date: 27 July 2020

The Canberra Theatre Centre, the premiere live performance venue in the Nation's Capital, is seeking an energetic Marketing Manager to join the centre's dynamic team. The ideal candidate will bring their 10 years' experience in the performing arts industry to the role, having worked substantially in a commercial theatre or contemporary music high volume ticket sales environment.

The Marketing Manager heads the CTC Marketing Department, and is a member of the Centre's Management team. They work closely with Box Office, Programming and other departments within Centre. They must also collaborate extensively with external stakeholders such as Media, Producers, Tourism Agencies and other Government Departments.

Experience in budget and financial responsibilities in relation to both strategic marketing and general operating requirements as well as directing and mentoring of staff is crucial. The successful candidate will have a growing network of performing arts industry contacts, and capacity to build on and utilise this network. Above all, the candidate needs to possess drive and an ambition to join the CTC at such an exciting time in the Centre's 55 year history. Transformative capital works projects are in planning, and it essential that the successful candidate is equipped to take the CTC marketing department on a journey of growth and increased capability.

Eligibility/Other Requirements: A degree or equivalent relevant qualification in marketing, journalism, communications and/or public relations is preferred.

How to Apply: Applicants must submit a CV and a written response to the selection criteria outlined in the position description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alex Budd

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

Business Services Division

People and Performance

HR Strategy

HR Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 31875)

Gazetted: 15 July 2020

Closing Date: 29 July 2020

Details: ACT Education Directorate is looking for an experienced and enthusiastic individual to undertake an Administrative Service Officer 6 HR Officer position, People Capability in the People and Performance Branch. Our ideal candidate will have excellent interpersonal, communication and relationship building skills, with the ability to work collaboratively with the wider branch and Directorate to deliver the people agenda and drive HR initiatives. You will have organisation and administrative skills that will assist in supporting key HR projects for the branch. Experience in supporting and delivering learning, development and HR programs is highly desirable.

The AOS6 will support the People Capability team to:

Design, develop and deliver entry level, learning and development and reward and recognition programs that address organisational aims and objectives.

Develop, improve and follow documented processes to coordinate and organise events and proactively liaise with members of the senior management team to ensure effective coordination and scheduling of HR program and strategy activities.

Coordinate the LMS (learning management system) content including content set up, maintaining program pages, and providing base level reporting.

Coordinate inclusion programs and initiatives, including maintain the relationships with the networks, action plans and Directorate events

The People and Performance Branch incorporates HR Business Partners, People Cases and HR Operations; HR Strategy, Data and Innovation; Workplace Health and Safety; and Workplace Relations. The Branch is responsible for providing quality, client focused services to maintain a highly skilled, sustainable workforce. 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: Understanding of and experience in HR, including Learning and Development and/or Diversity and Inclusion is highly desirable.

Note: This is a temporary position available until 11 January 2021 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: In two pages or less tell us: How your skills align to this role; what you would bring to the role, in particular what experience you could apply to this position; and Describe an achievement that you are most proud of that is relevant to the role. Please also provide a current curriculum vitae and details of two referees who have a thorough knowledge of your work performance and outlook.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stephanie Taylor (02) 6207 0592 stephaniec.taylor@act.gov.au

Business Services Division

People and Performance

People Capability

HR Officer

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 43074)

Gazetted: 14 July 2020

Closing Date: 28 July 2020

Details: ACT Education Directorate is looking for an experienced and enthusiastic individual to work as a HR Officer within the People and Performance Branch. Our ideal candidates will have excellent interpersonal, communication and relationship building skills, with the ability to work collaboratively with the wider Branch and Directorate to deliver the people agenda and drive HR initiatives. You will have organisation and administrative skills that will assist in supporting key HR projects for the branch.

The HR Officer will support the People Capability team to:

Design, develop and deliver entry level, learning and development and reward and recognition programs that address organisational aims and objectives.

Develop, improve and follow documented processes to coordinate and organise events and proactively liaise with members of the senior management team to ensure effective coordination and scheduling of HR program and strategy activities.

Coordinate the LMS (learning management system) content including content set up, maintaining program pages, and providing base level reporting.

Coordinate inclusion programs and initiatives, including maintain the relationships with the networks, action plans and Directorate events.

The People and Performance Branch incorporates HR Business Partners, People Cases and HR Operations; HR Strategy, Data and Innovation; Workplace Health and Safety; and Workplace Relations. The Branch is responsible for providing quality, client focused services to maintain a highly skilled, sustainable workforce.

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: Understanding of and experience in HR, including Learning and Development and/or Diversity and Inclusion is highly desirable.

Note: This is a temporary position available until 31 December 2020 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: In two pages or less tell us:

How your skills align to this role;

What you would bring to the role, in particular what experience you could apply to this position; and

Describe an achievement that you are most proud of that is relevant to the role.

Please also provide a current curriculum vitae and details of two referees who have a thorough knowledge of your work performance and outlook.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lucy Marchant (02) 6207 7649 LucyX.Marchant@act.gov.au

Service Design and Delivery

Digital Strategy Services and Transformation

Assistant Director Business Systems Teaching and Learning

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 32650)

Gazetted: 14 July 2020

Closing Date: 28 July 2020

Details: Digital Strategy, Services and Transformation (DSST) Branch provides services to the Directorate in identifying, developing and managing appropriate information and technical resources for corporate and school staff as well as students. This includes managing and providing advice and business and technical support for teaching and learning systems, Business and Administration systems, ICT programs and relevant policies and procedures. The successful applicant will work in collaboration with the team to manage a range of ICT Systems providing timely and sound advice in regard to the operational aspects of the relevant systems. This position works closely with various teams across the Branch, ensuring the consistent alignment of the Directorates core principals and strategic direction.

Eligibility/Other Requirements: Change management qualifications or relevant experience is highly desirable.

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

How to Apply: In two pages or less tell us:

How your skills align to this role;

What you would bring to the role, in particular what experience you could apply to this position;

Describe an achievement that you are most proud of that is relevant to this role.

Please provide a current curriculum vitae, and details of two referees who have a thorough knowledge of your work performance and outlook.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jodie Crawford (02) 6207 1946 jodie.crawford@act.gov.au

Service Design and Delivery

Student Engagement

Flexible Education

Flexible Education Counsellor

Health Professional Level 4 \$108,926 - \$117,249, Canberra (PN: 46494)

Gazetted: 13 July 2020

Closing Date: 20 July 2020

Details: Student Engagement is seeking a skilled counsellor to work as part of the multidisciplinary team in Flexible Education Team. This position requires demonstrated experience supporting adolescents with trauma, mental health and challenging behaviours. The Flexible Education schools and programs have been designed to be future-focused learning environments for children and young people across P – 12. Each unique setting delivers holistic, trauma-informed education and wellbeing supports, for students with complex and challenging needs.

Eligibility/Other Requirements:

Degree in Social Work,

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

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

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

Current driver's licence and use of private vehicle required.

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

How to Apply: Please submit current curriculum vitae, claims against the Selection Criteria (maximum three pages) and details for two referees (current supervisor included).

Applications should be submitted via the Apply Now button below.

Contact Officer: Carleigh Dallen 0435 795 387 Carleigh.Dallen@ed.act.edu.au

Environment, Planning and Sustainable Development

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

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

Office of the Deputy Director-General, Land Strategy and Environment

Executive Officer

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 35944)

Gazetted: 10 July 2020

Closing Date: 17 July 2020

Details: The Environment, Planning and Sustainable Development Directorate is looking for a high performing Executive Officer to join the team. As an Executive Officer you will operate with a high degree of independence reporting to the Deputy Director-General, Land Strategy and Environment.

You will be required to:

Provide management and oversight of highly complex issues and projects;

Provide strategic and procedural advice on directorate and government issues, whether on request, in consultation with relevant areas, or on his/her own initiative;

Liaise with EPSDD executives and their business units, other ACTPS directorates and external stakeholders on behalf of EPSDD; Review and coordinate multiple projects and priorities for the Executive with divisions, government services, communications and corporate services

At times, the Executive Officer will be required to coordinate and lead special projects for the office of the Deputy Director-General. Understand and work within the ACTPS Code of Conduct and ACTPS values of respect integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework. The position is part of a small, highly motivated team including two other Executive Officers and Executive Assistant staff. The team support the Director-General and both Deputy Directors-General in their daily workload and priorities.

Note: This is a temporary position available from 17 August 2020 until 13 April 2021. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, a current resume and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexandra Magee (02) 6207 2136 alexandra.magee@act.gov.au

Justice and Community Safety

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

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

Corporate

ICT Capital Works and Infrastructure

Executive Assistant

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 12587)

Gazetted: 09 July 2020

Closing Date: 23 July 2020

Details: ICT, Capital Works and Infrastructure (ICTCWI) are looking for a motivated and highly organised person to fill the role of Executive Assistant. The successful applicant will have demonstrated experience in the provision of high-level administrative support, including diary management, daily tracking of priorities, secretariat duties and have a level of proficiency in Microsoft Office Suite, Records Management Systems. As the first point of contact for the ICTCWI Executive Branch Manager, the successful applicant will be required to liaise with a range of stakeholders whilst maintaining a high level of confidentiality and discretion.

Eligibility/Other requirements

Desirable: Ability to use digital tools to organise, prioritise and track all actions and deadlines using Microsoft OneNote and Teams and prepare files for meetings using Adobe Professional. Experience in the use of a Records Management Systems such as TRIM. Driver's licence may be required.

Note: This is a temporary position available from August 2020 for 11 months with a possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants will need to submit a one to two page pitch outlining their Professional/ Technical Skills and Knowledge, Behavioural capabilities, current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Serena Perinovic (02) 6205 0542 Serena.Perinovic@act.gov.au

Corporate

Governance and Business Improvement

Records Support Officer

Administrative Services Officer Class 2 \$57,454 - \$63,443, Canberra (PN: 12570)

Gazetted: 14 July 2020

Closing Date: 21 July 2020

Details: The Justice and Community Safety Directorate is seeking a self-motivated and enthusiastic officer to assist business units to prepare their physical records for digitisation, destruction or storage. As part of a broader team, the Records Support Officer will be responsible for documenting, preparing and packing records for removal to secondary storage, as well as the digitisation of select physical records. To be successful in this role you will require a high level of attention to detail, strong computer skills and sound communication and collaboration skills. You will also need to be able to work in a manual handling environment with limited supervision at times.

Notes: This is a temporary position available immediately up until the 31 December 2020 with the possibility of extension. You will also be asked to demonstrate your ability to apply your attention to detail and computer skills at the interview stage.

How to Apply: Demonstrate your Experience, Skills and Behaviours in carrying out the duties outlined by providing: a one page pitch addressing the Professional/Technical skills and Knowledge, and Behavioural capabilities; a current curriculum vitae; and name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kristen Gawronski (02) 6205 9731 Kristen.Gawronski@act.gov.au

Legal Aid Commission

Legal Aid ACT

Family Practice

Lawyer

Legal Officer Grade 2 \$80,667, \$92,160, Canberra (PN: 123, Various)

Gazetted: 10 July 2020

Closing Date: 8 July 2020

Details: Legal Aid ACT is seeking suitably qualified persons to fill lawyer vacancies in the Family Practice. The successful applicant will be required to work in a team of Lawyers and support staff. The role requires you to conduct an effective legal aid service providing high volume and intensive case management to disadvantaged and vulnerable clients. Lawyers in Legal Aid ACT undertake a range of work by providing information and advice, community legal education and client representation.

Eligibility/Other Requirements: Eligibility to hold a restricted Practising Certificate in the ACT is required. Three year's post admission experience is highly desirable.

Note: There are various positions available, Permanent and Temporary.

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 in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications for this position should be forwarded to: hr@legalaiddact.org.au

Contact Officer: Brendon Morris (02) 6243 3499 brendon.morris@legalaiddact.org.au

Suburban Land Agency

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

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

Suburban Land Agency

Finance, Digital Solutions and Valuations

Valuations

Director, Valuations and Advisory Services

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 33701)

Gazetted: 14 July 2020

Closing Date: 21 July 2020

Details: An exciting opportunity has become available within one of the ACT Government's most exciting agencies. This diverse role offers a unique opportunity to work in a hybrid commercial and government setting. The Suburban Land Agency is looking for a strong leader who enjoys a fast paced, dynamic environment to join the Finance, Systems and Valuations team. The Director, Valuations and Advisory Services is a leadership role having carriage of the Valuations and Advisory business unit. Reporting to the Chief Financial Officer, the business unit is responsible for overseeing valuations and related advice for the purpose of informing decisions relating to reserve (sale) prices, revenue forecasting, taxation reporting and business case development. To succeed in this role, you will be a strong strategic leader with experience in related land and property related matters, such as pricing, complex commercial property contracts and crown leases. This position will be employed under the ACTPS

Administrative and Related Classifications Enterprise Agreement 2018-2021

<https://www.cmtedd.act.gov.au/employment-framework/for-employees/agreements>.

Eligibility/Other Requirements: Relevant tertiary qualifications in law or a related field or significant study towards gaining qualifications would be highly desirable.

Notes: This is a temporary position available from 6 August 2020 until the 23 November 2020. Applications may be used to create a merit list for future recruitment. An order of merit will be established from this selection process and may be used to fill future vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please submit a "two page pitch" (maximum 1,200 words) outlining how your Skills and Experience align with the Selection Criteria for this role. Include examples where appropriate; and your current curriculum vitae which should be no longer than three pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joey Lee (02) 6205 3367 joey.lee@act.gov.au

Transport Canberra and City Services

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

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

Chief Operating Officer

Governance and Ministerial

Building Management Services

Business Support Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 48320)

Gazetted: 13 July 2020

Closing Date: 27 July 2020

Details: The Building Management Services (BMS) team is responsible for providing accommodation services for the Dickson Office Building and developing, maintaining and implementing related facilities management policies, contracts and programs.

The BMS team is a cross-directorate team, providing facility management services to occupants of the Dickson Office Building (DOB). The section works collaboratively with all building occupants and external providers such as contractors and ACT Property Group.

The Business Support Officer is responsible for providing administrative support to the BMS team and will provide reception duties as a core part of the role. The successful applicant will have sound customer experience and will work collaboratively with all occupants of the DOB to assist in the delivery of high-quality service from the BMS team.

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

How to Apply: Submit a statement of no more than two pages addressing the Selection Criteria, and a curriculum vitae including the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Trish Campbell (02) 6205 1574 Trish.Campbell@act.gov.au

Territory and Business Services

Libraries ACT

Programs and Events Coordinator

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 00517)

Gazetted: 14 July 2020

Closing Date: 30 July 2020

Details: Are you creative and organised? Do you enjoy and have experience in managing events? Libraries ACT is looking for a Programs and Events Coordinator to be the catalyst and supporter of lifelong learning programs. You

will work with library staff and stakeholders to develop and deliver high quality programs that meet community needs. If you think this is you, apply today!

Eligibility/Other Requirements:

Qualifications in event planning and management is highly desirable.

High level computer skills including standard Office suite and ability to learn the library's Spydus events system.

Knowledge of Workplace Health and Safety in the context of events and programs.

Driver's licence is essential.

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

How to Apply: Please provide a response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Steed (02) 6207 5156 Sarah.Steed@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 and Business Services

Strategic Policy and Customer

Strategic Transport Policy and Active Travel

Policy and Coordination Officer

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 39188)

Gazetted: 10 July 2020

Closing Date: 17 July 2020

Details: Transport Canberra and City Services (TCCS) delivers a wide range of services which Canberrans rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, building and managing our roads, footpaths and cycle paths, building light rail, delivering and operating an integrated public transport network, and maintaining many of Canberra's lakes and ponds. A number of the ACT Government's commercial operations are run by TCCS, including ACT NOWaste, Capital Linen Service, Yarralumla Nursery, and the ACT Public Cemeteries Authority. TCCS employs close to 2000 staff working in locations across the ACT.

The Strategic Transport Policy team has responsibility for the development and delivery of transport strategy and policies for ACT Government. It also has responsibility for providing high level secretariat services for Commonwealth-Territory coordination of transport policy related matters.

The position holder will work in a dynamic and evolving policy environment, within an inclusive, flexible, committed and forward-thinking team. The role involves providing secretariat services for the Transport and Infrastructure Council and the Transport and Infrastructure Senior Officials Committee. It is also an opportunity for a highly motivated candidate to develop skills in transport policies, including research, analysis and assist in developing evidence based policy recommendations. This is an excellent opportunity to contribute positively to Canberra's transport future, working with people from across Government and the ACT policy community.

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:

Previous experience providing quality Secretariat services or similar is essential.

Qualifications or professional background in policy or planning or another relevant professional area is desirable but not essential.

Note: This is a temporary position available from 31 August 2020 for 3 months with the possibility of permanency.

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

How to Apply: Applicants should provide a curriculum vitae and a statement against each of the Selection Criteria. In total Statements against Selection Criteria should be up to three pages, inclusive for all statements.

Applications should be submitted via the Apply Now button below.

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

Transport Canberra

Territory and Business Services

Domestic Animal Services

Kennel Hand

Administrative Services Officer Class 2 \$57,454 - \$63,443, Canberra (PN: 47089, several)

Gazetted: 15 July 2020

Closing Date: 29 July 2020

Details: Do you love dogs?? An exciting opportunity is available for suitably experienced people to join the Domestic Animal Services kennel team. Domestic Animal Services (DAS) is a business unit within Territory and Business Services that administers a broad range of legislation focused on regulatory and compliance issues dealing with matters relating to public and animal safety, registration of animals, patrolling, care of animals and promotion of responsible pet ownership. As a Kennel Hand you will be part of a small team, based at the Mugga Lane Animal Shelter in Symonston and will be responsible for the day to day welfare and health of the animals held within the DAS facility. This will involve cleaning the facility, conducting health checks, feeding and administering medication, attending to minor wounds and abrasions, exercise and preparing enrichment 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:

Animal Husbandry/Handling experience is desirable specifically dog handling.

Current non restricted driver's licence.

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

Be willing to participate in a 7 day roster.

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 should provide a written response to each Selection Criteria in no more than three pages; as well as a current curriculum vitae and the name and contact details of two referees.

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: Belinda Cox (02) 6205 9998 belinda.cox@act.gov.au

City Services

City Services Executive

Divisional Executive Officer - City Services

Senior Officer Grade A \$148,991, Canberra (PN: 33274)

Gazetted: 13 July 2020

Closing Date: 27 July 2020

Details: This position is integral to the effective operation of City Services. Working directly to the Deputy-Director General (DDG), this position engages regularly with the Transport Canberra and City Services (TCCS) and City Services Executive, and requires exceptional verbal and written communication skills, along with being a team player. The role also requires someone who is willing to apply a hands-on approach and can successfully develop relationships with stakeholders at all levels.

The Divisional Executive Officer is required to contribute to TCCS's strategic direction and be part of a culture that is values-based, has an engaged workforce and has safety and the customer experience at the core of every activity.

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

Eligibility/Other requirements: Relevant tertiary qualifications and or extended experience in business administration will be highly regarded for this role.

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

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Applications should include a curriculum vitae, the name and contact details of two referees and a two page response to the required capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Meghan Oldfield (02) 6207 5716 Meghan.Oldfield@act.gov.au

Communications and Engagement

Digital Content Stream

Director, Digital and Marketing

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 19637)

Gazetted: 13 July 2020

Closing Date: 29 July 2020

Details: Are you a high performing digital content and marketing manager? Are you looking to work in an exciting, dynamic and fast-paced communications team? We are looking for a creative and experienced practitioner to join our team and fill the role of Director, Digital and Marketing at Transport Canberra and City Services.

In this role you will lead a small team to deliver high quality content for the directorate's digital channels including websites, intranet, social media, graphic design, videography and photography. You will also work collaboratively with stakeholders to ensure the directorate's content and marketing campaigns inform and engage the Canberra community. As a senior member of the team, you will help drive positive team culture, growth and development.

Eligibility/Other Requirements: Relevant tertiary qualifications and significant experience working professionally in digital communication, marketing or strategic communications is highly desirable. A demonstrated understanding of, and experience with, using content management systems (such as Squiz Matrix) and ability to work with stakeholders to develop digital content to suit customer needs. This includes audience-driven content that meets accessibility requirements.

Notes: This is a temporary role available for a period of 10 months with the possibility of extension. The successful candidate will participate in a media on-call roster. The ability to work flexibly with some out of hours work is required. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: If you are interested in this role, submit your current curriculum vitae, details of two referees, and an application of no more than two pages addressing the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kelly Amsteins (02) 6205 5832 kelly.amsteins@act.gov.au

Communications and Engagement

Digital Content Stream

Assistant Director, Digital

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 44067)

Gazetted: 09 July 2020

Closing Date: 16 July 2020

Details: Do you enjoy the fast-paced nature of communications? Are you experienced in delivering contemporary digital content?

We are looking for an experienced, proactive and creative professional to join our team.

You will work in a small team responsible for managing the day to day delivery of the Directorate's digital channels including social media and websites. You will lead the delivery of audience and research driven online content and encourage the ongoing development of innovative digital communications.

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

Other desirable skills include:

Understanding of and experience in using and administering Content Management Systems such as Squiz and Drupal, as well as experience with SharePoint and Google Analytics.

Understanding of the Digital Service Standard and Australian accessibility standards.

Understanding of HTML, JavaScript, CSS, responsive design and some experience with User Experience (UX) preferred.

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

How to Apply: If you are interested in this role, submit your current curriculum vitae, details of two referees, and an application of no more than two pages addressing the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kelly Amsteins (02) 6205 5832 Kelly.Amsteins@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.

APPOINTMENTS

ACT Health

Senior Information Technology Officer Grade B \$128,286 - \$144,418

Mark Cahill, Section 68(1), 13 July 2020

Senior Officer Grade C \$108,926 - \$117,249

Michelle Dunne Breen, Section 68(1), 13 July 2020

Senior Information Technology Officer Grade B \$128,286 - \$144,418

Mitchell Jamieson-Curran, Section 68(1), 13 July 2020

Senior Officer Grade C \$108,926 - \$117,249

Hieu Le, Section 68(1), 12 July 2020

Senior Officer Grade B \$128,286 - \$144,418

Lisa Alleva, Section 68 (1), 13 July 2020

Senior Information Technology Officer Grade B \$128,286 - \$144,418

Paul Renshaw, Section 68 (1), 13 July 2020

ACT Integrity Commission

Senior Officer Grade C \$108,926 - \$117,249

Coryndon Luxmoore, Section 68(1), 13 July 2020

Canberra Health Services

Health Professional Level 2 \$66,096 - \$90,737

Muhammad Ahsan, Section 68(1), 16 July 2020

Enrolled Nurse Level 1 \$61,658 - \$65,876

Nirafath Chowdhury, Section 68(1), 9 July 2020

Administrative Services Officer Class 2/3 \$57,454 - \$70,058

Timothy Lynch, Section 68(1), 16 July 2020

Building Trade \$72,171 - \$76,331

Brett Southwell, Section 68(1), 20 July 2020

Senior Specialist, \$222,205

Llewellyn Lewis, Section 68(1), 09 June 2020

Administrative Services Officer Class 3 \$65,097 - \$70,058

Riley Tickle, Section 68(1), 13 July 2020

Senior Specialist, \$222,205

Vinod Chopra, Section 68(1), 09 June 2020

Senior Specialist, \$222,205

Emma Glanville, Section 68(1), 16 July 2020

Senior Specialist, \$222,205

Llewellyn Lewis, Section 68(1), 09 June 2020

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 4 \$72,272 - \$78,254

Catherine Brennan, Section 68(1), 16 July 2020

Administrative Services Officer Class 4 \$72,272 - \$78,254

Helen Brown, Section 68(1), 16 July 2020

Administrative Services Officer Class 4 \$72,272 - \$78,254

Lauren Burrows, Section 68(1), 16 July 2020

Administrative Services Officer Class 4 \$72,272 - \$78,254

Mitali Mehta, Section 68(1), 16 July 2020

Administrative Services Officer Class 4 \$72,272 - \$78,254

Srujana Seri, Section 68(1), 16 July 2020

Administrative Services Officer Class 4 \$72,272 - \$78,254

Patrick Shea, Section 68(1), 13 July 2020

Education

Senior Officer Grade C \$108,926 - \$117,249

Stavroula Lourandos, Section 68(1), 13 July 2020

Environment, Planning and Sustainable Development

Park Ranger 2 \$72,272 - \$78,254

Kristi Lee, Section 68(1), 2 July 2020

Senior Officer Grade C \$108,926 - \$117,249

Anne Pentony, Section 68(1), 13 July 2020

Administrative Services Officer Class 5 \$80,323 - \$85,020

Kelsey Thuillier, Section 68(1), 10 July 2020

Justice and Community Safety

Administrative Services Officer Class 6 \$86,547 - \$99,051

Alison Hattley, Section 68(1), 13 July 2020

Senior Officer Grade A \$148,991

Nadia Marjan, Section 68(1), 13 July 2020

Senior Officer Grade C \$108,926 - \$117,249

Ambika Sivalingam, Section 68(1), 9 July 2020

Transport Canberra and City Services

Bus Operator - Training \$70,688

Zachary Mathes, Section 68(1), 18 July 2020

TRANSFERS

Canberra Health Services

Ashleigh Walker

From: Registered Nurse Level 2 100,061

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 27146) (Gazetted 28 May 2020)

Sarah Cullen

From: Registered Nurse Level 3 \$108,237 - \$112,691

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 41584) (Gazetted 27/02/2020)

Community Services

Khan Mahmood Shahrir Aziz

From: Administrative Services Officer Class 6 \$86,547 - \$99,051

Justice and Community Safety

To: Administrative Services Officer Class 6 \$86,547 - \$99,051

Community Services, Canberra (PN. 36544) (Gazetted 15 May 2020)

Education

Claire Bennett

From: Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade)

Community Services

To: Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade)

Education, Canberra (PN. 38253) (Gazetted 25 May 2020)

Natalie Hogan

From: School Leader C \$122,856

Education

To: School Leader C \$122,856

Education, Canberra (PN. 02047) (Gazetted 15 June 2020)

Emelia Kayser

From: Administrative Services Officer Class 6 \$86,547 - \$99,051

Education

To: Administrative Services Officer Class 6 \$86,547 - \$99,051

Education, Canberra (PN. 03232) (Gazetted 5 May 2020)

Zachary Patch

From: School Assistant 4 \$65,487 - \$70,910

Education

To: School Assistant 4 \$65,487 - \$70,910

Education, Canberra (PN. 44541) (Gazetted 2 March 2020)

PROMOTIONS

ACT Health

Health Systems Policy and Research

Preventative and Population Health

Health Improvement Branch Support

Joon Li Choo

From: Administrative Services Officer Class 5 \$80,323 - \$85,020

Health

To: Administrative Services Officer Class 6 \$86,547 - \$99,051

ACT Health, Canberra (PN. 24174) (Gazetted 30 May 2020)

Chief Minister, Treasury and Economic Development

Shared Services

Strategic HR and Corporate

Organisational Change and Engagement

Angela Schacht: 85877177

From: Senior Officer Grade B \$128,286 - \$144,418

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade A \$148,991

Chief Minister, Treasury and Economic Development, Canberra (PN: 30521) (Gazetted 19 May 2020)

Revenue Management

Compliance

Debt

Stan Callaghan

From: Administrative Services Officer Class 6 \$86,547 - \$99,051

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$108,926 - \$117,249

Chief Minister, Treasury and Economic Development, Canberra (PN. 03822) (Gazetted 1 August 2019)

Access Canberra

Projects, Governance and Support

Operation Bedrock

Jared Dorrington

From: Administrative Services Officer Class 4 \$72,272 - \$78,254

Education

To: Administrative Services Officer Class 5 \$80,323 - \$85,020

Chief Minister, Treasury and Economic Development, Canberra (PN. 37512) (Gazetted 13 November 2019)

Access Canberra

Customer Coordination

Complaints Management Team

Gerard Hodshon

From: Administrative Services Officer Class 6 \$86,547 - \$99,051

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$108,926 - \$117,249

Chief Minister, Treasury and Economic Development, Canberra (PN. 39596) (Gazetted 27 May 2020)

Access Canberra

Customer Coordination

Applications and Approvals

Rebecca Rattenbury

From: Administrative Services Officer Class 3 \$65,097 - \$70,058

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$72,272 - \$78,254

Chief Minister, Treasury and Economic Development, Canberra (PN. 00842) (Gazetted 7 February 2020)

Community Services

Children, Youth and Families

Child and Youth Protection Services

Tyne Gough

From: Child and Youth Protection Professional Level 3 \$99,743 - \$104,823 (up to \$109,767 on achieving a personal upgrade)

Community Services

To: †Child and Youth Protection Professional Level 4 \$114,061 - \$122,384

Community Services, Canberra (PN. 11990) (Gazetted 30 October 2019)

Children, Youth and Families

Child and Youth Protection Services

Alexandria Novak

From: Child and Youth Protection Professional Level 3 \$99,743 - \$104,823 (up to \$109,767 on achieving a personal upgrade)

Community Services

To: †Child and Youth Protection Professional Level 4 \$114,061 - \$122,384

Community Services, Canberra (PN. 09257) (Gazetted 30 October 2019)

Education

School Improvement and Performance

South and Western Network

Fraser Primary School

Kate Banwell

From: School Leader C \$126,542

Education

To: †School Leader B \$147,337

Education, Canberra (PN. 04009) (Gazetted 3 June 2020)

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

Monash School

William Coman

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

Education

To: †School Leader C \$122,856

Education, Canberra (PN. 02274) (Gazetted 3 June 2020)

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 Division

Belconnen Network

Melba Copland Secondary School

David Dunn

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

Education

To: †School Leader C \$122,856

Education, Canberra (PN. 18450) (Gazetted 11 June 2020)

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 Gungahlin

Gungahlin College

Aaron Hill

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

Education

To: †School Leader C \$122,856

Education, Canberra (PN. 43660) (Gazetted 11 June 2020)

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

Sally Patrick-Hobbins

From: Senior Psychologist \$136,941

Education

To: †Health Professional Level 5 \$128,286 - \$144,418

Education, Canberra (PN. 43813) (Gazetted 5 August 2019)

Service Design and Delivery

Student Engagement

Clinical Practice

Merrin Peisker

From: Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade)

Community Services

To: †Senior Officer Grade C \$108,926 - \$117,249

Education, Canberra (PN. 46734) (Gazetted 26 July 2019)

Service Design and Delivery

Student Engagement

Network Student Engagement Team

Josephine Veitch

From: Health Professional Level 2 \$66,096 - \$90,737

Education

To: †Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade)

Education, Canberra (PN. 47657) (Gazetted 25 May 2020)

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 Division

Belconnen Network

University of Canberra High School Kaleen

Benjamin Williams

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

Education

To: †School Leader C \$122,856

Education, Canberra (PN. 13078) (Gazetted 2 June 2020)

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.

Environment, Planning and Sustainable Development

Environment

ACT Parks and Conservation

Urban Reserves / Mulligans Flat Nature Reserve

John Lawler

From: General Service Officer Level 5/6 \$56,595 - \$62,286

Environment, Planning and Sustainable Development

To: Technical Officer Level 3 \$74,973 - \$84,729

Environment, Planning and Sustainable Development, Canberra (PN. 39185) (Gazetted 25 September 2019)

Justice and Community Safety

Emergency Services

ACT Fire and Rescue

Operations

Mark Callaway

From: FB5 (Senior Fire Fighter) \$89,841

Justice and Community Safety

To: FB6 (Station Officer) \$102,025

Justice and Community Safety, Canberra (PN: 43825)

Emergency Services

ACT Fire and Rescue

Operations

Lee Cargill

From: FB5 (Senior Fire Fighter) \$89,841

Justice and Community Safety

To: FB6 (Station Officer) \$102,025

Justice and Community Safety, Canberra (PN: 48091)

Emergency Services

ACT Fire and Rescue

Operations

Phillip Cook

From: FB5 (Senior Fire Fighter) \$89,841

Justice and Community Safety

To: †FB6 (Station Officer) \$102,025

Justice and Community Safety, Canberra (PN: 47121)

Emergency Services

ACT Fire and Rescue

Operations

Matthew Dakin

From: FB5 (Senior Fire Fighter) \$89,841

Justice and Community Safety

To: FB6 (Station Officer) \$102,025

Justice and Community Safety, Canberra (PN: 46156)

Emergency Services

ACT Fire and Rescue

Operations

Peter Fitzgerald

From: FB5 (Senior Fire Fighter) \$89,841

Justice and Community Safety

To: †FB6 (Station Officer) \$102,025

Justice and Community Safety, Canberra (PN: 45925)

Emergency Services

ACT Fire and Rescue

Operations

Ian Heddle

From: FB5 (Senior Fire Fighter) \$89,841

Justice and Community Safety

To: †FB6 (Station Officer) \$102,025

Justice and Community Safety, Canberra (PN: 47058)

Emergency Services

ACT Fire and Rescue

Operations

Stuart Laing

From: FB5 (Senior Fire Fighter) \$89,841

Justice and Community Safety

To: †FB6 (Station Officer) \$102,025

Justice and Community Safety, Canberra (PN: 45911)

Emergency Services

ACT Fire and Rescue

Operations

Joshua Parsons

From: FB5 (Senior Fire Fighter) \$89,841

Justice and Community Safety

To: †FB6 (Station Officer) \$102,025

Justice and Community Safety, Canberra (PN: 48086)

Emergency Services

ACT Fire and Rescue

Operations

Jeffrey Yates

From: FB5 (Senior Fire Fighter) \$89,841

Justice and Community Safety

To: †FB6 (Station Officer) \$102,025

Justice and Community Safety, Canberra (PN: 46158)

Emergency Services

ACT Fire and Rescue

Operations

Anthony York

From: FB5 (Senior Fire Fighter) \$89,841

Justice and Community Safety

To: †FB6 (Station Officer) \$102,025

Justice and Community Safety, Canberra (PN: 07987)

Community Safety

Security and Emergency Management

Tegan Sinclair

From: Administrative Services Officer Class 3 \$65,097 - \$70,058
Justice and Community Safety
To: Administrative Services Officer Class 6 \$86,547 - \$99,051
Justice and Community Safety, Canberra (PN. 14873) (Gazetted 3 June 2020)

Office of the Legislative Assembly

Parliamentary Support

Assembly Library

Joann McAlister: 1-00672

From: Administrative Services Officer Class 4 (\$72,272 - \$78,254)
Office of the Legislative Assembly, Canberra (PN 273) (Gazette 21 May 2020)
To: Professional Officer Class 1 (\$61,106 - \$84,729)
Office of the Legislative Assembly, Canberra (PN 273) (Gazette 21 May 2020)

Major Projects Canberra

Project Development and Support

Ministerial, Governance and Corporate Support

Lauren Cunningham

From: Administrative Services Officer Class 6 \$86,547 - \$99,051
Major Projects Canberra
To: †Senior Officer Grade C \$108,926 - \$117,249
Major Projects Canberra, Canberra (PN. 47782) (Gazetted 21 May 2020)

Project Development and Support

Finance

Shwu Miin Leow

From: Administrative Services Officer Class 5 \$80,323 - \$85,020
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 \$86,547 - \$99,051
Major Projects Canberra, Canberra (PN. 36719) (Gazetted 17 April 2020)

Transport Canberra and City Services

Transport Canberra and City Services

Transport Canberra

Transport Canberra Operations

Michelle Robinson

From: Administrative Services Officer Class 2 \$57,454 - \$63,443
Chief Minister, Treasury and Economic Development
To: †Bus Operator - Training \$70,688
Transport Canberra and City Services, Canberra (PN. 43524) (Gazetted 9 July 2020)
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.