



ACT Government Gazette

Gazetted Notices for the week beginning 28 January 2021

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>

Health System, Policy and Research

Public Health Protection and Regulation

Health Protection Service

Director, Business Management Services

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 17542)

Gazetted: 02 February 2021

Closing Date: 16 February 2021

Details: ACT Health is seeking an exceptional individual to provide leadership and expert government and regulatory advice within a public health environment. We are looking for an individual with a demonstrated history of effective staff management and collaboration with government and industry stakeholders.

This role provides expert leadership and operational management of the Business Management Services Section by ensuring operations are conducted in accordance with Health Directorate legislation, policies, procedures and practices. It is responsible for a team of staff providing administrative support to the Branch, including licensing and registration activities; customer service; general administrative duties; fleet and asset management; financial management as well as provide support and coordination of business and quality improvement and database management.

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 highly encouraged to apply.

Notes: This is a temporary position available until 31 December 2021, with the possibility of extension or permanency.

How to Apply: If you are interested in joining this dedicated team, you can apply by providing a written statement of no more than two pages addressing the Selection Criteria, curriculum vitae and contact details of two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vojkan Stefanovic (02) 5124 9086 Vojkan.Stefanovic@act.gov.au

HSPR

Policy, Partnerships and Programs

Legal Policy

Director Legal Policy

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 21928)

Gazetted: 01 February 2021

Closing Date: 15 February 2021

Details: The Director of Legal Policy leads a small and dynamic team to meet the legal policy requirements of the Policy, Programs and Partnerships Branch of ACTHD. The team also provides legal policy support across broader ACTHD policy areas as required. The ideal candidate will have experience in the legislative processes of government and the *Human Rights Act 2004*, as well as well-developed written and oral communication skills and the ability to lead negotiations and complex discussions.

Eligibility/Other requirements:

Tertiary qualifications in law from an Australian university are highly desirable.

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

Notes: This is a temporary position available from 15 March 2021 until 3 September 2021 with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Interested candidates are requested to provide a written statement of no more than two pages addressing the Selection Criteria in the Position Description along with your curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below

Contact Officer: Jennifer Newman (02) 5124 9290 Jennifer.Newman@act.gov.au

Calvary Public Hospital Bruce

Patient Services

Team Leader – Patient Accounts

Administration Service Officer 5 \$81,407 - \$86,168, Canberra (Expected)

Gazette Date: 29 January 2021

Closing Date: 07 February 2021

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

Reference Number: 14713

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

Contact Officer: Tori Bindon (02) 6201 6026 tori.bindon@calvary-act.com.au

Canberra Health Services

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

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

Acute Allied Health Services

Psychology

Clinical Psychologist (Registrar)

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 23998)

Gazetted: 28 January 2021

Closing Date: 15 February 2021

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.

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

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) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

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

An exciting opportunity exists for a Clinical Psychologist to join the friendly and supportive Acute Support Psychology team in the Division of Medicine. Our team consists of Clinical Neuropsychology and Clinical Psychology positions. We work closely with our multidisciplinary colleagues and have a pivotal role in promoting client centred outcomes across the inpatient and outpatient settings.

The successful applicant will provide high quality clinical psychology assessment and intervention as part of the Allied Health team providing services to a range services from acute ward settings to specialised services such as the ACT Hospital in the Home service, the Spinal Pain Service and the Pain Management Unit. This position also provides opportunity for long-term therapeutic work with people across the lifespan in outpatient settings. This position will report to the Psychology Manager. Clinical supervision for the registrar program is provided by the department and will be negotiated with the Psychology Manager.

Eligibility/Other Requirements

Mandatory:

Postgraduate Psychology qualification - Masters/Doctoral degree in Clinical Psychology

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

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

Desirable:

Enrolled in (or eligible for enrolment) the Clinical Psychology Registrar Program for Area of Practice Endorsement in Clinical Psychology with the Psychology Board of Australia.

Previous experience working with a multidisciplinary team in an acute care setting

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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).

Comply with CHS credentialing requirements for allied health.

Note: This position is eligible for a Psychology Group Attraction and Retention Incentive: \$3,986-\$7,975. The ARIn will be reviewed every 12 months where the ARIn will be terminated or adjusted under the terms of the ARIn policy. To continue payment, the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The maximum combined salary and ARIn amount for this position is 101,178. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Melissa Nihill (02) 5124 3373 Melissa.Nihill@act.gov.au

Quality, Safety, Innovation and Improvement

Patient Experience and Consumer Feedback

Consumer Participation

Consumer Feedback and Engagement Coordinator

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 15998)

Gazetted: 29 January 2021

Closing Date: 14 February 2021

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Overview of the work area and position

The Quality, Safety, Innovation and Improvement Division is focusing on Canberra Health Services' strategic approach to patient safety and quality with a focus on continuous quality improvements.

The Division will provide strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Exceptional Health Care Together and developing a culture of continuous quality improvement. This is achieved through:

Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation

Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement

Branches within the Quality, Safety, Innovation and Improvement Division are:

- Consumer Participation
- Incident Management
- National Standards, Accreditation and Quality Improvement
- Quality Assurance

This role reports directly to the Manager, Consumer Participation. The Consumer Participation Team manages consumer feedback and engagement, patient experience survey and consumer handouts coordination. The team also supports the implementation and monitoring of the Partnering with Consumers Framework

Eligibility/Other Requirements:

Desirable:

Recent experience in a clinical or operational environment within the healthcare sector including managing consumer feedback.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note:

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

Applications for this vacancy will be considered at either the Administrative Services Officer Class 6 level,

Registered Nurse Level 2 or Health Professional Officer Level 3 depending on qualifications, skills and experience. If you wish to apply for the RN2 or HP3 please see separate job ads under 01TY2 and 01TY4.

Contact Officer: Heather Needham (02) 5124 9565 heather.needham@act.gov.au

Pathology

Customer Services

Customer Services Manager

Health Professional Level 4 \$110,397 - \$118,832, Canberra (PN: 21734, expected vacancy)

Gazetted: 28 January 2021

Closing Date: 18 February 2021

Details:

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Overview of the Work Area and Position

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

Customer Services, ACT Pathology is responsible for the collection of pathology samples from patients within Canberra Hospital, University of Canberra Hospital, National Capital Private Hospital and Calvary Public Hospital and within the community through the outpatient collection centres and home visit service. The Customer Services Manager is responsible for the ongoing operations of the department ensuring service needs are met, providing a liaison with specialist and general practitioners within the community, ensuring quality downloading of results and producing current client information, ensuring website is up to date.

Under broad direction, you will play a key role in providing leadership, support and advice in a management support role, based on prior pathology experience, knowledge and understanding, to the office of the Executive Director (ED) and Director of Operations, Pathology.

Eligibility/Other Requirements:

Mandatory:

Relevant Tertiary Qualification, preferably in a science related field

Desirable:

Experience managing a diverse team, preferably within a clinical pathology laboratory.

Qualifications in Human Resource Management advantageous.

Experience with databases relating to hospital and pathology operations for example Laboratory Information Systems (Kestral), Billing Systems (PBRC) and Hospital Patient Information Systems (ACTPAS), with reference to pathology enquiries.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note: This is an expected vacancy due to impending retirement which is to lead to permanency in the position.

Contact Officer: Tracey Farrar (02 5124 2893 tracy.farrar@act.gov.au)

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health Services

Allied Health Assistant 3

Allied Health Assistant 3 \$67,158 - \$70,454 (up to \$74,533 depending on qualification level), Canberra (PN: 50458)

Gazetted: 28 January 2021

Closing Date: 15 February 2021

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Overview of the Work Area and Position

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

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

This role will undertake joint assessments with clinicians and support clinically managed children and young people with mental health difficulties, link in with resource systems and facilitate group work.

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.

All roles within CAMHS require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Additionally, any role in CAMHS is required to be available to work within all program areas of CAMHS, as service needs arise.

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).

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.

Current drivers' 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.

Note: This is a temporary part-time position available for 12 months. This position is part-time at (29:40) hours per week and the above full-time salary will be pro-rata. An Order of Merit may be used to fill future identical part-time temporary vacancies across CAMHS within a 12-month period. Selection may be based on written application and referee reports only

Contact Officer: Charmaine Nicoll (02) 5124 3133 charmaine.nicoll@act.gov.au

Quality, Safety Innovation and Improvement

Consumer Participation

Consumer Feedback and Engagement Coordinator

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 50509)

Gazetted: 28 January 2021

Closing Date: 15 February 2021

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Overview of the Work Area and Position

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- Consumer Participation
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- Quality Assurance

This role reports directly to the Manager, Consumer Participation. The Consumer Participation Team manages consumer feedback and engagement, patient experience survey and consumer handouts coordination. The team also supports the implementation and monitoring of the Partnering with Consumers Framework

Eligibility/Other Requirements:

Mandatory:

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

- OR -

Tertiary qualifications or equivalent in a health profession and eligibility for membership of the appropriate professional organization.

Highly Desirable:

Recent experience in a clinical or operational environment within the healthcare sector including managing consumer feedback.

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 six months with the possibility of extension.

Please note applications for this vacancy will be considered at either the ASO6 level, Registered Nurse Level 2 or Health Professional Officer Level 3 depending on qualifications, skills and experience. If you wish to apply for the RN2 or ASO6 please see separate job ads under 01TY2 and 01TXX.

Contact Officer: Heather Needham (02) 5124 9565 heather.needham@act.gov.au

Quality, Safety Innovation and Improvement

Consumer Participation

Consumer Feedback and Engagement Coordinator

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 50510)

Gazetted: 28 January 2021

Closing Date: 15 February 2021

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Canberra Health Services (CHS) is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTIQ are particularly encouraged to apply.

Overview of the Work Area and Position

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Eligibility/Other Requirements:

Mandatory:

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

Highly Desirable:

Recent experience in a clinical or operational environment within the healthcare sector including managing consumer feedback.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: This is a temporary position available for six months with the possibility of extension. Please note applications for this vacancy will be considered at either the ASO6 level, Registered Nurse Level 2 or Health Professional Officer Level 3 depending on qualifications, skills and experience. If you wish to apply for the ASO6 or HP3 please see separate job ads under 01TXX and 01TY4.

Contact Officer: Heather Needham (02) 5124 9565 Heather.Needham@act.gov.au

Division of Surgery

Intensive Care Unit

Clinical Development Nurse - Intensive Care Unit

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 28937, several)

Gazetted: 29 January 2021

Closing Date: 15 February 2021

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Overview of the Work Area and Position

The Clinical Development Nurse is a challenging role that requires an RN with demonstrated expert knowledge and highly developed interpersonal skills, to undertake the responsibility of teaching and supporting nursing staff including new graduates, undergraduate and postgraduate student nurses in the workplace. This position entails being approachable, demonstrating excellent communication skill, having a passion for sharing knowledge and educating others.

The Intensive Care Unit has 31 beds and is a level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS. The unit satisfies College requirements for training in Neurosurgery, Cardiothoracic care and Trauma. The unit participates in local, national and international multi-disciplinary and multi-centre research, and has a strong commitment to teaching.

Eligibility/Other Requirements:

Mandatory:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
12 months Hospital based Registered Nurse.

Desirable:

Post Graduate qualification in a critical care nursing specialty or clinical teaching,
Demonstration of sound knowledge in adult learning principles to support ongoing education.

prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Note: There are two temporary full-time positions available, one for 6 months and one for 12 months. These positions are required to work Monday-Friday on a rotating roster for morning and evening shifts.

Contact Officer: Amanda McCarthy (02) 5124 2756 amanda.mccarthy@act.gov.au

Clinical Services

Cancer and Ambulatory Services

Medical Oncology

Specialist 1-5 - Medical Oncology

Specialist Band 1 - 5 \$180,732 - \$223,029, Canberra (PN: 45256)

Gazetted: 29 January 2021

Closing Date: 11 February 2021

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About us:

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Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University.

All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks.

The preferred candidate maybe considered for a conjoint position in ANU at an academic level commensurate with the candidates qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and clinical/ research matters to Canberra Health Services.

For more information in relation to conjoint positions with the ANU please contact Professor Imogen Mitchell, Dean, ANU Medical School (02) 6125 2622 dean.medicalschool@anu.edu.au

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only three hours away by road. For more information on our great city and your future, visit:

<https://canberra.com.au/work/>

Overview of the work area and position:

A 0.4FTE part-time position as Staff Specialist in Medical Oncology is available at The Canberra Hospital. It is expected that the applicant will have general experience and expertise in Medical Oncology. The appointee will require a subspecialty interest in Gastrointestinal Oncology and also some expertise in translational laboratory research as well as developmental therapeutics. Responsibilities will include outpatient care, supervision of trainees/junior medical staff/medical students, attendance at multidisciplinary meetings and participation in research activities of the unit.

The appointee will join the Department of Medical Oncology of the Canberra Region Cancer Centre. The Unit is located within The Canberra Hospital and provides a medical oncology service to the Australian Capital Territories and South-Eastern NSW.

Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population of over half a million. It is a modern 600-bed hospital providing most trauma services, most medical and surgical sub-specialty services and is the principal teaching hospital for the Australian National University Medical School (ANU).

The unit supports an active clinical trials research program and has developed translational research links to the John Curtin School of Medical Research at the ANU as well as the Queensland Institute of Medical Research. These collaborations include biomarker development (cancer stem cells and gene panels), compound screening, novel cancer targeting methods (epigenetic and ribosomal biogenesis) and immunotherapeutics. Phase I clinical trial capability is also being developed and the appointee would be expected to contribute to this. Skills to be able to integrate clinical service and research are desirable.

<http://www.health.act.gov.au/our-services/cancer-services/health-professionals/medical-oncology>

The ACT Public Service is an equal opportunity employer. Legislation prohibits unlawful discrimination and promotes equality of access to employment. The ACT Public Service strongly supports, recognises and values the diversity of cultures within the Australian community. Indigenous Australians, people from diverse cultural and linguistic backgrounds and people with a disability are encouraged to apply.

Qualifications and experience:

Mandatory:

Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA).

Fellowship of the Royal Australian and New Zealand College of Physicians (FRACP) in Medical Oncology, or equivalent specialist qualifications.

Desirable:

Higher degree in field related to cancer research

Strong organisational skills with ability to manage multiple priorities.

High level of compassion, empathy and sensitivity.

An active research interest in the mechanisms of cancer and therapeutic targeting.

Prior to commencement successful candidates will be required to:

Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC).

Undergo a pre-employment National Police check.

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

Note: Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$180,732 - \$223,029. Starting salary will be negotiated within this band for the successful candidate, depending on their experience and expertise.

Reimbursement of relocation costs may be available if you are the successful candidate. Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at

<https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

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

Contact Officer: Desmond Yip (02) 5124 8499 desmond.yip@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Office of Chief Psychiatrist

Specialist 1-5 - Forensic Mental Health

Specialist Band 1 - 5 \$180,732 - \$223,029, Canberra (PN: 47568)

Gazetted: 29 January 2021

Closing Date: 11 March 2021

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

About us:

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

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

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

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

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

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

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University. All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks.

The preferred candidate maybe considered for a conjoint position in ANU at an academic level commensurate with the candidates qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and clinical/ research matters to Canberra Health Services.

For more information in relation to conjoint positions with the ANU please contact Professor Imogen Mitchell, Dean, ANU Medical School (02) 6125 2622 dean.medicalschool@anu.edu.au

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<https://canberra.com.au/work/>

Overview of the work area and position:

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

The Division delivers services at several locations, including hospital inpatient and outpatient settings, community health centres, detention centres and other community settings including peoples homes.

Mental Health, Justice Health and Alcohol and Drug Services include the following programs:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Rehabilitation and Specialty Mental Health Services

Forensic Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Justice Health Services

The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the professional requirements specified by the appointees Specialist College.

MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

Forensic Mental Health Services provides services to:

Alexander Maconochie Centre (AMC) prison with over 500 inmates via Acute Response and Case Management Teams in the Custodial Mental Health settings.

Bimberi Youth Detention Centre

Secure Mental Health 10 acute bed and 15 subacute bed inpatient unit

Community transition rehabilitation and reintegration 10 bed unit

The position will be accountable and responsible to the Clinical Director of the Justice Health Services program area through an Individual Learning and Development Plan.

The successful applicant will have accredited forensic psychiatry or equivalent training and specialist experience and skills relevant to both inpatient and community services, including the provision of Electroconvulsive Therapy (ECT) services. The successful applicant will also be expected to participate in the mandatory administrative, governance and training requirements of medical officers within the Division. Emphasis on recovery focus and person-centred care are essential.

Qualifications and experience:

Mandatory:

Registered or eligible for registration as a medical practitioner with the Australian Health Practitioners Regulation Agency (AHPRA).

Fellowship of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) or equivalent specialist qualifications.

Evidence of satisfactory participation with continuing Professional Development Program.

Be registered or be eligible for registration under the Working with Vulnerable People Act 2011

Desirable:

Current driver's licence.

Prior to commencement successful candidates will be required to:

Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC).

Undergo a pre-employment Police check.

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

Note: Applications put forward by a recruitment agency will be considered, however if a referred applicant is found suitable Canberra Health Services will not enter into a contractual arrangement with the recruitment agency, or pay any service fees that may apply.

Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$180,732 - \$223,029. Starting salary will be negotiated within this band for the successful candidate, depending on their experience and expertise. Annual Salary: Indicative total package value of between: \$280,553 - \$345,852 inclusive of salary, applicable allowances and 11.5% super.

Group Attraction and Retention Incentive: \$50,000 - \$75,000. Please note: The ARIn will be reviewed every 12 months where the ARIn may be terminated or adjusted under the terms of the ARIn policy. To continue payment the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The maximum combined salary and ARIn amount for this position is \$420,852. Reimbursement of relocation costs may be available if you are the successful candidate.

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

Acute Allied Health Services

Psychology

Senior Clinical Psychologist

Health Professional Level 4 \$110,397 - \$118,832, Canberra (PN: 48430, expected vacancy)

Gazetted: 28 January 2021

Closing Date: 15 February 2021

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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.

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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

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) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

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

An exciting opportunity exists for a Clinical Psychologist to join the friendly and supportive Acute Support Psychology team in the Division of Medicine. Our team consists of Clinical Neuropsychology and Clinical Psychology positions. We work closely with our multidisciplinary colleagues and have a pivotal role in promoting client centred outcomes across the inpatient and outpatient settings.

The successful applicant will provide high quality clinical psychology assessment and intervention as part of the Allied Health team providing services to a range services from acute ward settings to specialised services such as the ACT Hospital in the Home service. Supports the clinical psychology team through expert clinical supervision and service coordination. This position will report to the Manager of Acute Support Psychology.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (or equivalent) in Clinical Psychology.

General registration with the Psychology Board of Australia.

Area of Practice Endorsement in Clinical Psychology

Desirable:

Eligibility for (or willingness to work towards) gaining approval as a Psychology Board of Australia Approved Supervisor for Higher Degree students, and Principal Supervisor for Registrar Program in Clinical Psychology. 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).

Comply with CHS credentialing requirements for allied health.

Note: This is a temporary expected vacancy available for 12 months. This position is eligible for a Psychology Group Attraction and Retention Incentive of \$1,023. The ARIn will be reviewed every 12 months where the ARIn will be terminated or adjusted under the terms of the ARIn policy. To continue payment, the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The combined salary and ARIn amount for this position is \$119,855.

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

Rehabilitation, Aged and Community Service

Oral Health Service

Senior Dental/Oral Health Therapist

Health Professional Level 4 \$110,397 - \$118,832, Canberra (PN: 28351)

Gazetted: 01 February 2021

Closing Date: 17 February 2021

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

Canberra Health Services (CHS) is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTIQ are particularly encouraged to apply.

Overview of the work area and position:

The Oral Health Service is in the Division of Rehabilitation, Aged and Community Services and offers a range of public dental services to the community including:

Child and youth dental services to all children under the age of 14 years who live in or attend an ACT school.

Young people under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card.

Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card.

Services include:

Preventative dental interventions and health promotion

Emergency dental care

Restorative and prosthetic dental care

Some orthodontic interventions for eligible clients

Services are delivered in the community as well as:

Gungahlin Health Centre

Belconnen Health Centre

Civic Health Centre

Phillip Health Centre

Tuggeranong Health Centre

Alexander Maconchie Centre

Mobile Dental Clinic

Under broad direction, you will play a key role in providing professional leadership to a designated team, develop, implement and manage clinical guidelines and pathways and participate in a multidisciplinary team including but not limited to dental therapists, oral health therapists, dental assistants, dentists, prosthetists and administration staff.

Eligibility/Other requirements:

Mandatory:

Unconditional registration as a Dental Therapist/Oral Health Therapist with the Australian Health Practitioner Regulation Agency (AHPRA).

Minimum 12 months professional leadership experience.

Extensive experience working in the public dental sector.

Desirable:

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

Contact Officer: Trish Mason 0409923122 Trish.Mason@act.gov.au

Pathology

Diagnostic Genomics

Senior Scientist

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 26298, expected vacancy)

Gazetted: 03 February 2021

Closing Date: 19 February 2021

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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.

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

Overview of the Work Area and Position

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Diagnostic Genomics Department is a multidisciplinary laboratory performing conventional cytogenetics and microarray techniques, Fluorescence In Situ Hybridisation (FISH) and molecular genetic techniques including next generation sequencing for the investigation of constitutional and somatic (oncological) abnormalities. Our laboratory services Canberra and the surrounding region. The team is led by the Chief Scientist and comprised of 2 Health Professionals Level 3 (HP3), 4 Health Professionals Level 2 (HP2) and 1 Technical Officer (TO1).

This position offers an opportunity, under the direction of the Chief Scientist and supervising scientists of Diagnostic Genomics, to be part of a dynamic team that provides a comprehensive Diagnostic Genomics service. The position being recruited to will require participation in shift work, after-hours work and out-of-hours rosters. The successful applicant must be able to work as the sole practitioner on rostered shifts, including public holidays and overtime as required. Applicants should contact the laboratory for the details of current shifts.

Eligibility/Other Requirements:

Mandatory

Bachelor degree in Medical Science or equivalent

Minimum of 5 years' experience working professionally in a diagnostic pathology laboratory with experience in genomic testing

The successful applicant will need to be available for regular on-call, occasional weekend, and after-hours work, with access to flex time.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role. Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Desirable:

Membership of the Human Genetics Society of Australasia (MHGSA) qualification

Experience in next generation sequencing would be advantageous

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 four months with the possibility of extension and/or permanency.

Contact Officer: Fiona Webb (02) 5124 3449 Fiona.Webb@act.gov.au

Clinical Services

Women, Youth and Children

Maternity and Gynaecology Outpatients

Transvaginal Mesh and Pelvic Pain Nurse

Registered Midwife Level 2 \$94,409 - \$100,061, Canberra (PN: 13985)

Gazetted: 01 February 2021

Closing Date: 17 February 2021

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Overview of the work area and position

A unique and exciting opportunity has arisen for a suitably experienced registered nurse to work within a dynamic and evolving Women's Health Unit at the Centenary Hospital for Women and Children in the field of transvaginal mesh.

The Transvaginal mesh and Pelvic Pain Nurse will coordinate and provide an innovative evidenced based health program for women experiencing complications related to transvaginal mesh and pelvic pain, by contributing to clinical practice guideline development, clinical service provision, education, research and ongoing management and development of the service.

The position involves working weekdays in the gynaecology outpatient department and consulting or providing education in other outpatient, inpatient and community locations as needed. This role functions as part of the multidisciplinary team for complex pelvic pain and services the people of ACT and surrounding regions.

Eligibility/Other Requirements:

Mandatory:

Be registered or be eligible for registration as a Nurse or Nurse/Midwife with the Australian Health Practitioner Regulation Agency (AHPRA)

Desirable:

Evidence of post graduate study or qualifications, with research or clinical audit experience.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This is a part-time permanent position available at 16 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Denise Carter (02) 5124 7368 denise.carter@act.gov.au

Clinical Services

Adult Community Mental Health Services

Home Assessment and Acute Response Team

Step-Up-Step Down, Clinical Nurse Consultant

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 33437)

Gazetted: 01 February 2021

Closing Date: 15 February 2021

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

The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, and other community settings including people's homes. 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 Adult Community Mental Health Services (ACMHS) provide services for people aged over 18 years with a strong focus on the provision of timely and effective mental health interventions in the community, including the Home Assessment and Acute Response Team (HAART) which provides community-based crisis interventions and support.

This RN3.1 position will be physically based in HAART but will provide clinical leadership, in reach and support for the new Southside Community Step Up Step Down (SCSUSD) facility and outreach service. This is a community-based mental health service that provides specialist care for people needing additional support that cannot be provided safely in their usual home environment. SUSD services focus on prevention and recovery care. They provide:

support to prevent a deterioration in a person's mental health and unnecessary hospital admissions (Step Up). a gradual transition for people exiting acute mental health inpatient units and going back to their usual home environment (Step Down).

People admitted to the SCSUSD will receive 24/7 psychosocial and rehabilitation support provided by a contracted community agency and outreach support after their discharge. This RN3.1 position and other mental health services will deliver the specialist mental health services to this 6-bed facility and outreach service.

The position reports to the HAART Team Leader for line management purposes including clinical governance but will also work closely in partnership with the community agency providing 24/7 psychosocial support for the facility and outreach services.

Eligibility/Other Requirements:

Mandatory:

Approved tertiary qualifications or equivalent in nursing.

Be registered or be eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).

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

Hold a current driver's licence.

Desirable:

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

Experience in working in partnership with community and emergency services personnel that promotes a spirit of cooperation and collaboration, and respect for each other's philosophy, priorities, knowledge, skills, and experience.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Clinical Services

Surgery

Medical Staff

Specialist 1-5- Neurosurgery

Specialist Band 1 - 5 \$180,732 - \$223,029, Canberra (PN: 07940)

Gazetted: 01 February 2021

Closing Date: 12 February 2021

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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 and Alcohol and Drug Services.

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University. All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and online journals and textbooks.

The preferred candidate maybe considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and clinical/ research matters to Canberra Health Services.

For more information in relation to conjoint positions with the ANU please contact Professor Imogen Mitchell, Dean, ANU Medical School (02) 6125 2622 dean.medicalschool@anu.edu.au

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only three hours away by road. For more information on our great city and your future, visit:

<https://canberra.com.au/work/>

Overview of the work area and position:

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) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, ACT Trauma Service, ICU, Capital Retrieval, Trauma and Orthopaedic Research Unit and the ACT Trauma Service.

These Units are supported by administration support officers.

The Department of Neurosurgery is a busy service supported by excellent imaging and diagnostic facilities. It manages on average 900 patient separations per annum. The Neurosurgical faculty currently consists of three full-time staff specialists and three Neurosurgical Registrars (two SET trainees and one non-accredited) and junior medical officers. In-patients are managed in a dedicated Neurosurgical ward (which includes a high dependency area); nursing and allied health staff are specialty trained. There are two full-time secretaries and data management. State-of-the-art Neurosurgical equipment is available in the dedicated Neurosurgical operating room – which has an intraoperative MR Scanner.

Eligibility/Other Requirements:

Mandatory:

- Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA).
- Fellowship of the Royal Australasian College of Surgeons (RACS) in Neurosurgery, or equivalent specialist qualifications.
- Post Fellowship training/qualifications in complex surgery.
- Expertise and an interest in complex spinal surgery.
- Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

- Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC).
- Undergo a pre-employment National Police check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: This is a Full-time Temporary position for a period of six months with the possibility of extension.

Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$180,732 - \$223,029. Starting salary will be negotiated within this band for the successful candidate, depending on their experience and expertise. Annual Salary: Indicative total package value of between: \$280,553 - \$345,852 inclusive of salary, applicable allowances and 11.5% super.

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

Contact Officer: Melanie Applebee (02) 5124 3207 melanie.applebee@act.gov.au

Clinical Services

Pathology

Anatomical Pathology

Specialist 1-5 - Anatomical Pathology

Specialist Band 1 - 5 \$180,732 - \$223,029, Canberra (PN: 32405)

Gazetted: 01 February 2021

Closing Date: 12 February 2021

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

About us:

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

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University. All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and online journals and textbooks.

The preferred candidate maybe considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and clinical/ research matters to Canberra Health Services.

For more information in relation to conjoint positions with the ANU please contact Professor Imogen Mitchell, Dean, ANU Medical School (02) 6125 2622 dean.medicalschool@anu.edu.au

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<https://canberra.com.au/work/>

Overview of the work area and position:

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Department of Anatomical Pathology is responsible for the diagnostic pathology for approximately 25,000 surgical pathology and 10,000 cytopathology accessions. Facilities for a wide range of immunohistochemistry, electron microscopy, flow cytometry, molecular pathology, cytogenetics and liquid cytology are available on site. Under broad direction of the Director of Anatomical Pathology and the Executive Director of Pathology, as an Anatomical Pathologist you will have a key role in the day to day operations of the laboratory and providing diagnostic reporting, leading and being involved in research projects, participating in teaching and training of registrars and students, participating in quality assurance activities and promotes a commitment to high quality customer service. There may be more than one position available dependent on staff movements and leave which this recruitment process may be utilised for.

Eligibility/Other Requirements:

Mandatory:

- Be registered with the Australian Health Practitioner Regulation Agency (AHPRA) with specialist registration in Anatomical Pathology.
- Fellow of the Royal College of Pathologists Australasia (FRCPA)
- Must hold a current driver's licence

Prior to commencement successful candidates will be required to:

- Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC).
- Undergo a pre-employment National Police check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: This is a full-time temporary position for backfill for a combination of consecutive long service leave by Pathologists during 2021/2022. The position will be available for up to 12 months.

Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$180,732 - \$223,029

Starting salary will be negotiated within this band for the successful candidate, depending on their experience and expertise. Annual Salary: Indicative total package value of between: \$308,274 – \$380,058 inclusive of salary, applicable allowances and 11.5% super.

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

Contact Officer: Sanjiv Jain (02) 5124 2867 sanjiv.jain@act.gov.au

Pathology

Canberra Hospital and Health Services

Laboratory Manager, Anatomical Pathology

Health Professional Level 5 \$130,018 - \$146,368, Canberra (PN: 40056)

Gazetted: 02 February 2021

Closing Date: 16 February 2021

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

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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.

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

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

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

Canberra Health Services (CHS) is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTIQ are particularly encouraged to apply.

Overview of the work area and position:

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Laboratory Manager role is to support and work collaboratively with the Pathology Executive Director, Department Directors, the Director of Operations and the Principal Scientist, to ensure the effective and efficient delivery of services.

Under broad direction of the Director Anatomical Pathology, you will be responsible for the strategic and operational management of the Anatomical Pathology department providing leadership and governance for the non medical staff, providing input into facility design and planning, budget planning and budget preparation, human resource management and workforce development including education and mentoring.

The Anatomical Pathology Department operates Monday – Friday. It encompasses Histology, Cytology, Electron Microscopy, Mortuary and Administration (medical secretaries). The successful candidate may be required to participate in the on-call roster.

Eligibility/Other Requirements

Mandatory:

Tertiary qualifications (or equivalent) in Medical Laboratory Science or similar.

Highly desirable:

Tertiary qualifications (or equivalent) in Business, Public Sector or Human Resource Management.
Minimum of ten years' experience working and/or managing a pathology diagnostic laboratory.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: This is a temporary position available for four months. Selection may be based on application only.

Contact Officer: Tracey Farrar (02) 5124 7082 tracey.farrar@act.gov.au

Clinical Services

Custodial Health

Justice Health Services

Clinical Development Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 28459)

Gazetted: 02 February 2021

Closing Date: 16 February 2021

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

Overview of the work area and position:

The Justice Health Services, Custodial Health team provides high quality primary healthcare services to people in contact with the criminal justice system and located within the Alexander Maconochie Centre and Bimberi Youth Justice Centre. The service aims to provide collaborative, equitable and comprehensive health care to patients and other key stakeholders and services.

In this role you will be required to work at various JHS sites and provide a thorough orientation schedule, clinical and professional support, feedback and guidance to all JHS registered and enrolled nurses. It is expected that you will provide one on one teaching, clinical support, ongoing evaluation and feedback for JHS Nurses across a diversity of clinical areas within CHS-JHS.

This position works collaboratively with all staff including ACT Correctives Services and Child and Youth Protection services to ensure optimum service delivery and best evidence practice. The role will be responsible for quality initiatives, data collection and analysis and procedure development.

The position holder will work within the Custodial Health nursing team to drive change and promote a high-quality service to patients. You will be required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes

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

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

Eligibility/Other Requirements:

Mandatory:

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

Desirable

Post graduate qualifications in education or clinical teaching

Demonstrated experience in a custodial health or primary health setting and experience in a leadership or education role.

Current drivers licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Amanda Chase (02) 51242523 amanda.chase@act.gov.au

Allied

Acute Occupational Therapy

Acute Allied Health Services

Occupational Therapist

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 20626, several)

Gazetted: 02 February 2021

Closing Date: 18 February 2021

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Overview of the work area and position:

Have you ever wanted to work in a hospital Occupational Therapy Department but never had the opportunity?

Does being engaged in a clinical education program and having one to one supervision from a senior clinician sound attractive? The Acute Occupational Therapy unit at the Canberra Hospital is looking for staff to help us care for the patients admitted to the hospital. We can offer you the opportunity to experience life as a ward therapist sharing clinical caseloads with one of our experienced supervisors so whether you are a brand new therapist, or have some experience but are looking for a clinically focused change then maybe this is the chance you've been looking for.

The Acute Occupational Therapy team is responsible for the delivery of Occupational Therapy services to the acute areas of the Canberra Hospital and ensuring that individual patients' needs are met from the perspective of our profession while contributing to the safe and timely discharge of patients to their home environments in line with State and Federal requirements.

As a therapist with developing experience you will play a key role in providing day to day Occupational Therapy to a range of patients within a designated caseload area. Through your work you will also assist in meeting the caseload requirements of the broader Occupational Therapy Team. While engaging in clinical supervision this will be at a level suitable to your development needs and commensurate with experience.

Working with us you will have the support of an experienced team of clinicians and provided with direct clinical supervision from a designated senior Occupational Therapist. To be considered for this position you will need to provide us with an introductory letter, the most recent copy of your curriculum vitae (two pages) and written responses to Selection Criteria (12 font, single spaced, half to one page per Selection Criteria). The results of this recruitment round may be used for 12 months to fill any similar additional temporary vacancies as they occur. Occupational Therapy services work collaboratively with individuals, families, carers and service providers within and external to Canberra Health Services.

Eligibility/Other Requirements:

Mandatory:

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

Tertiary qualifications in Occupational Therapy and eligibility for membership of Occupational Therapy Australia,

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note: These are temporary positions available for a period of 12 months. These positions maybe required to participate in overtime, on call and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

Contact Officer: Domenico Tripodi (02) 5124 3286 domenico.tripodi@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services

Health Professional Officer

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 23207, several)

Gazetted: 03 February 2021

Closing Date: 17 February 2021

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Overview of the Work Area and Position Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. The CAMHS community teams are made up of multi-disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. The successful candidate will be required to conduct assessment and treatment, clinically manage children and young people with mental health issues, facilitate group work, provide advice and information to support systems and to provide support to HP1 clinicians. All roles within CAMHS require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. Additionally, any role in CAMHS is required to be available to work within all program areas of CAMHS, as service needs arise. There are permanent HP02 positions available in both CAMHS North and South.

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
- Applicants must have a minimum of 12 months paid work experience, post

qualification, in a related/relevant organisation/service. • Must hold a current ACT driver's license. 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 • Must hold a current ACT driver's license. For Social Work: • Degree in Social Work • Eligibility for membership of the Australian Association of Social Workers • Registration or eligibility for registration under the Working with Vulnerable People Act 2011 • Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service. Must hold a current ACT driver's licence. Highly desirable for all disciplines: • Experience in working with children and young people. Prior to commencement successful candidates will be required to: • Undergo a pre-employment National Police Check • Comply with CHS credentialing requirements for allied health. • Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU). Note: There are two permanent Health Professional Level 2 positions available in both CAMHS North and South. An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be based on application and referee reports only. Contact Officer: Charmaine Nicoll (02) 5124 3133 Charmaine.Nicoll@act.gov.au

Clinical Services

Child Health Targeted Support Service

Women, Youth and Children

RN2 Child Health Targeted Support Service

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 22643, several)

Gazetted: 02 February 2021

Closing Date: 18 February 2021

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

Canberra Health Services (CHS) is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTIQ are particularly encouraged to apply.

Overview of the work area and position:

Women, Youth and Children Community Health Programs deliver a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context.

The Child Health Targeted Support Services includes the Community Paediatric and Child Health Service (CPCHS), Child Protection Training Team and the Child at Risk Health Unit (CARHU).

CPCHS provides clinical treatment, education and care coordination of children with suspected or established developmental delay or disability and children with complex bio-psychosocial behavioural and emotional presentations.

CARHU provides specialist health services to children and young people who have been affected by abuse and/or neglect, and their families and carers.

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

As part of the multidisciplinary team you will:

Promote positive client outcomes through the provision of clinical services across the whole of Child Health Targeted Support Services.

Through networking, health promotion activities and education, work to improve access to Aboriginal and Torres Strait Islander children and families with complex health needs.

This is a rewarding and exciting position within a vibrant service that will require someone with the ability to be flexible and initiate and manage change within the service.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Tertiary qualifications or equivalent in child and family health and/or paediatric nursing

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note: There is one permanent fulltime position and one permanent parttime. The part-time position is available at 24 hours per week (0.6 FTE) and the full-time salary noted above will be paid pro-rata.

Contact Officer: Fiona Holihan (02) 5124 2712 fiona.holihan@act.gov.au

Rehabilitation, Aged and Community Services

Community Health Centres

Administration Manager

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 20995)

Gazetted: 03 February 2021

Closing Date: 17 February 2021

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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

There are six Community Health Centres as part of Canberra Health Services. These health centres are located at Belconnen, Gungahlin, Dickson, City, Phillip and Tuggeranong. Four of these health centres also have Walk-In Centres co located with them. Weston Creek Health Centre and Walk-In Centre is currently a COVID 19 Testing Site.

This position manages administration staff and processes across the Community Health Centres and Walk-In Centres and is comprised of five ASO4 Health Centre Coordinators and their teams and twenty ASO3

Administration Officers who work in the Walk-In Centres. Under the general direction of the Operations Manager, this position oversees the management of human and material resources, monitors, and reports on performance indicators and implements policies and procedures aimed at achieving a high quality, consistent consumer focused service.

Eligibility/Other Requirements:

Desirable:

Working towards or hold a Certificate in Management, Customer Service, Medical Terminology or another relevant field is desirable.

Must hold a current ACT driver's license.

prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Trudi Thompson (02) 5124 1537 Trudi.Thompson@act.gov.au

Mental Health Justice Health Alcohol and Drug Services

Canberra Hospital and Health Services

Operational Director of Secure Inpatient Services

Senior Officer Grade A \$151,002, Canberra (PN: 21281)

Gazetted: 29 January 2021

Closing Date: 8 February 2021

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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 and alcohol and drug services.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services.

The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities.

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

Overview of the work area and position

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

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

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

The position holder is expected to operate within the *Public Sector Management Amendment Bill 2016*, the ACT Public Service Code of Conduct.

The position will be accountable and responsible to the Executive Director – Mental Health, Justice Health and Alcohol and Drug Services through a Performance Management Plan. In keeping with the value of collaboration, the position will operate in partnership with other members of the executive of the Division.

The Operational Director and the Clinical Director for each program area will work in collaboration to ensure high quality outcomes for the people who use the program – utilising the matrix document at Attachment A. In addition, they will work in collaboration with other program areas to ensure high quality outcomes for the people who use services from the Division.

This position(s) is required to participate in an on call roster.

Eligibility/Other Requirements:

Desirable:

Tertiary qualifications (or equivalent) in health or a related discipline are essential.
Postgraduate qualifications in management field are highly desirable
Current drivers' licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: This is a temporary position available for five months.

Contact Officer: Karen Grace (02) 5124 1577 karen.grace@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

CIT Education and Training Services

CIT Education Services

CIT Education Services Management

Education Services Manager (Surveys and Systems)

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 48048)

Gazetted: 02 February 2021

Closing Date: 9 February 2021

Details: Canberra Institute of Technology (CIT) Education Services is seeking an experienced and skilled Surveys and Systems Manager. Key skills for the position include demonstrated ability to build and maintain connections, share learned experiences, adapt to an evolving environment and positively engage with stakeholders.

Detailed understanding of the Vocation Education and Training (VET) Quality Framework, high-level IT and project management skills and the ability to work with research systems and surveys will also be important in this role.

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:

Highly Desirable:

At least five years' VET experience.

Supervisory or management experience in VET or higher education.

Qualification in management, information technology, business or project management.

Note: This is a temporary vacancy available from February 2021 for a period of up to 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.

How to Apply: Submit a one page pitch showing how and why you are best placed to meet the requirements and a detailed curriculum vitae (max six pages) with completed two referees reports (including current manager) using the [ACT Government referee report form](#).

Applications should be submitted via the Apply Now button below.

Contact Officer: Elizabeth Tomaras (02) 6207 4831 elizabeth.tomaras@cit.edu.au

CIT Education and Training Services

CIT Education Services

CIT Education Quality

Online Learning Developer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 39847)

Gazetted: 29 January 2021

Closing Date: 5 February 2021

Details: Are you ready to take your online learning and design skills to the next level? Canberra Institute of Technology (CIT) Education Services provides a broad range of services to lead, monitor and support educational performance for students and staff at CIT including: programs and learning (program development, education quality and online learning); and academic governance (policy and performance).

We are seeking a talented energetic team member with advanced Moodle building skills, ready to work across CIT, to support departments to develop a range of flexible and engaging student-focused learning solutions.

If you are someone who is excited about the prospect of using advanced technology to make things easier, loves to fix problems before they occur, can provide intuitive 'just in time' support to students, departments and Education Services, then this is a great opportunity for you.

In this role, there is no time to feel bored as you will need to think outside the box and problem solve to produce content that gets results, all whilst keeping your cool!

Eligibility/Other Requirements:

DESIRABLE

At least two years full time experience in a VET or higher education environment in an online learning development role.

Qualifications in graphic design, ICT, business or education.

Notes: This is a temporary position available immediately for up to six months with the possibility of extension up to 12 months.

How to Apply: Please submit a one page pitch showing how and why you are best placed to meet the requirements, along with a detailed curriculum vitae (max 4 pages) and the names and contact details of **two** referees (one should be a current/recent supervisor/manager). For more information please contact Shari Madden on shari.madden@cit.edu.au or (02) 6205 4148.

Applications should be submitted via the Apply Now button below

Contact Officer: Shari Madden (02) 6205 4148 Shari.Madden@cit.edu.au

Health, Community and Science College

CIT Science

Animal studies Teacher

Teacher Level 1 \$77,492 - \$103,397, Canberra (PN: 51777)

Gazetted: 29 January 2021

Closing Date: 12 February 2021

Details: CIT Science is seeking a highly motivated full time teacher for the delivery of Veterinary nursing and Animal studies programs based at CIT Bruce campus.

The position requires the ability to provide quality educational outcomes in line with current Industry standards, work collaboratively within the department of teaching and support staff, and adhere to compliance requirements in a Vocational education and training environment.

Eligibility/ other Requirements:

New Teacher level 1.1 to Teacher level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40116 qualification or its successor, within the first eighteen (18) 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 RTO's 2015. 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.

A Certificate IV in Veterinary nursing, and have industry experience of a minimum of 5 years in the Veterinary nursing Industry.

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

How to Apply: Please submit your response addressing the Selection Criteria, as well as a current curriculum vitae. Your suitability will be assessed based on your Skills and Knowledge in relation to the Selection Criteria outlined in the Position Description. Please provide the names of two referees, you may be asked to provide referees reports at a later date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michelle Flatt (02) 6205 1911 Michelle.Flatt@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

Deputy Director-General, Access Canberra

Temporary Vacancy (2 March 2021 to 12 March 2021)

Chief Minister, Treasury and Economic Development Directorate

Access Canberra

Position: E827

(Remuneration equivalent to Executive Level 3.2)

Circulated to: ACTPS Senior Executive List

Date circulated: 3 February 2021

Are you looking for an opportunity to develop or grow your executive skills by leading an operationally diverse agency that performs both regulatory and customer service functions? An exciting opportunity is coming up to temporarily perform the role of Deputy Director-General, Access Canberra.

As the Head of Access Canberra, you will be responsible for supporting a safe and liveable city by delivering a regulatory one stop shop. Access Canberra is all about giving people easy access to ACT Government regulatory services, payments and information while offering great customer experience.

At Access Canberra, we seek to help community organisations, business and individuals work with the ACT Government and constantly look for new ways to deliver our services. We actively engage in a risk and harm approach to support regulatory compliance outcomes across a broad range of industry sectors to build a strong economy, safe community and sustainable environment. Access Canberra also plays an important role in the government's response to COVID-19.

The Deputy Director-General works collaboratively with the CMTEDD Director-General, other Executives across the ACT Public Service (ACTPS), and key non-government stakeholders to implement government priorities and support our community.

To apply: If you think you have what it takes to lead Access Canberra or want to test your leadership skills running a busy operational agency, please submit an EOI of no more than one page to Rachael Short via email

rachael.short@act.gov.au by COB 9 February 2021.

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: Rachael Short, Executive Officer (02) 5124 6022 rachael.short@act.gov.au

Shared Services

Technology Services

Technical Services Delivery

Windows Support Team Leader

Senior Information Technology Officer Grade B \$130,018 - \$146,368, Canberra (PN: 14679)

Gazetted: 03 February 2021

Closing Date: 10 February 2021

Details: The Technical Services Delivery team within the Technology Services branch of Shared Services ICT is responsible for the delivery of ICT Operations in supporting each ACT Government Directorate including ACT Education and CIT.

We are seeking a Windows Support Team Leader who will bring experience and knowledge in applying modern technologies to client business challenges, support technical resources within the team as well as prospective partners and stakeholders in addition to providing feedback to Senior Management regarding customer experience and gathering customer feedback on new desired features and capabilities.

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

Notes: This is a temporary position available immediately for six months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: please 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 up to two pages, contact details for at least two referees and a current Curriculum Vitae, including Application Coversheet. The response should be written in the form of a pitch, provide evidence of your capacity to perform the duties and responsibilities (what you will do). 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: Con Bogiatzis (02) 6207 8923 Con.Bogiatzis@act.gov.au

Workforce Capability and Governance

Whog Workforce Strategy and Capability

ACTPS Talent and Leadership Development

Assistant Director, ACTPS Leadership and Talent Development

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 11756)

Gazetted: 03 February 2021

Closing Date: 8 February 2021

Details: : This is an exciting time to be joining the ACTPS Leadership and Talent Development section – helping us move from an idea to a reality. This position will play a key leadership role in supporting the initial set-up of the team and the design of its priority deliverables. As such, you can expect this position to evolve with you in the coming weeks and months.

This position is responsible for managing and leading a broad range of activities within the section, from drafting strategy, engaging with stakeholders, preparing high level program designs or implementation plans, and preparing communication for a range of audiences. The position may also be required to manage a small number of more junior staff.

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

Eligibility/Other Requirements:

Qualifications and experience in a field related to contemporary leadership development; management development; and/or executive talent management, and experience in strategic learning and development/organisational development roles will be highly regarded.

Notes: This is a temporary position available immediately for 12 months. Selection may be based on applications and referees only.

How to Apply: Suitability for this position will be assessed on your skills, knowledge and behavioural capabilities in relation to the duties/responsibilities listed in the position description. Please submit a personal pitch (of no more than two pages) in response to your suitability for this position, curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Janet Wilson (02) 6205 5303 Janet.Wilson@act.gov.au

Corporate

Corporate Management

Information Management

Freedom of Information (FOI) Coordinator

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 02045)

Gazetted: 02 February 2021

Closing Date: 18 February 2021

Details: Are you committed to the concept of transparency in Government? Are you a paragon of integrity? If so, then you may enjoy the challenge of working in a fast-paced environment, working to tight deadlines all within a supportive and diverse team environment. As a Freedom of Information (FOI) Coordinator, within Corporate Management, you will be challenged and rewarded with complex material and scenarios. The day to day includes but is not limited to; supporting the Information Officers, liaising with a wide range of applicants, third parties and business units to meet the legislative requirements of the *Freedom of Information Act 2016* and end to end processing of Freedom of Information requests. The Information Access Team (IAT) is a customer focused unit with an enviable record of delivery. Corporate, is a progressive division that regularly looks at ways in which we can improve the way we work. This could mean that you may be able to work on some exciting new projects to better deliver our services.

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: Following this process an order of merit will be established and may be used to fill future identical vacancies over the next 12 months. Applicants should be aware that, this position works in an activity-based workplace (ABW) structure. Under ABW arrangements, officers will not have a designated workstation/desk. Current and former members of the ADF are encouraged to apply. Selection may be based on application and referee reports only.

How to Apply: Applications are sought from potential candidates and should include:

A statement of claims against the Selection Criteria that outlines your experience and/or abilities against the requirements (Professional/Technical skills and Knowledge; and Behavioural capabilities) in relation to the stated duties outlined in the Position Description;

A current curriculum vitae; and

the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Angela Friend (02) 6207 8494 angela.friend@act.gov.au

Access Canberra

Fair Trading and Regulatory Strategy

Investigations

Senior Investigator

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 42695)

Gazetted: 01 February 2021

Closing Date: 15 February 2021

Details: We are seeking an enthusiastic and self-motivated Senior Investigator to assist our Investigations unit with pursuing vigorous and effective law enforcement to protect the interests and safety of consumers, and to support fair trading across the ACT.

The Investigations unit adopts a strategic, risk-based, and proportionate approach to promote compliance with fair trading legislation. It works in close coordination with other areas within Access Canberra and across the ACT Government to achieve our common purpose of maintaining a safe and liveable city.

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:

Skills. The skills you have to fulfil the duties/responsibilities of the role.

Knowledge. The knowledge you have which will enable you to perform the duties/responsibilities of the role to a high standard.

Behaviour. How you will display the ACT Government Signature Values and Behaviours and the Access Canberra Culture described in the Division Overview.

Notes: Previous applicants do not need to re-apply for this position as those applications will automatically be included in this recruitment process. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 month. Selection may be based on application and referee reports only.

How to Apply: To apply for this role please provide your curriculum vitae and a two-page pitch setting out: your greatest achievements in the last five years and how they relate to this position and its duties, and why your ability, ingenuity, experience, and qualifications make you the best person for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Wendy Maree Harrison (02) 6205 0894 WendyMaree.Harrison@act.gov.au

Economic Development

Skills Canberra

Analytics and Policy Services

Research and Policy Analyst

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 02378)

Gazetted: 01 February 2021

Closing Date: 15 February 2021

Details: Do you have great writing, data and critical analysis skills? Then bring your sought-after skill set and put it to good use in a supportive and interdisciplinary-minded team environment! If you haven't worked in government before but think you have what it takes, then please call the contact officer to find out more or submit an application.

What will you do?

You will work as part of the Skills Canberra Analytics and Policy Services team, liaising across functions within Skills Canberra. As a policy officer you will be involved in providing timely research and statistical analysis of the ACT vocational education and training (VET) sector and labour market.

What you require?

You will have highly developed research, analysis, synthesis and evaluation skills, with the ability to apply these skills to crafting well-reasoned recommendations about policy issues. You will bring your skills in setting priorities and monitoring workflow, together with your aptitude for developing efficient work practices, to assisting Skills Canberra meet a range of deliverables and timelines. Your excellent written and data presentation skills and ability to tailor research findings to a range of audiences will set you apart from the rest.

About Skills Canberra

Skills Canberra is responsible for the provision of strategic advice and overall management of VET. Skills Canberra also manages Commonwealth and ACT funding directed to VET programs in the ACT.

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

Notes: this is a temporary position available immediately until 12 April 2021 with the possibility of extension up to 12 months and/or permanency. Our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to safely and effectively work from home. A gradual return to the workplace is anticipated, including the advertised role. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please review the Position description and submit the following:

your current curriculum vitae, including contact details for at least two referees (preferably one from your most recent supervisor/manager)

a supporting statement, of no more than 1500 words, providing evidence of your suitability for the role. Address each selection criteria separately and include examples that clearly demonstrate your relevant skills, knowledge, and behavioural capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anita Dolstra (02) 6205 7092 Anita.Dolstra@act.gov.au

Commercial Services and Infrastructure

Infrastructure Finance and Reform

Director - Governance and Administration

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 44981)

Gazetted: 01 February 2021

Closing Date: 17 February 2021

Details: Infrastructure Finance and Reform are looking for a professional and diligent individual to fill the role of Director, Governance and Administration for a period of 9 months. Applicants will need to demonstrate initiative and the ability to work in a fast-paced environment to be successful in the role. If you like interesting and fulfilling work, can juggle lots of competing priorities and have excellent coordination skills, then this is a great opportunity to develop your career through a challenging role in a central agency.

The successful applicant will report directly to the Executive Branch Manager, Infrastructure Finance and Reform. The role assists the small team in facilitating the implementation of government priorities and drive many new initiatives, including Unsolicited Bids, Capital Framework and Public Private Partnerships and provides high level secretariat support to various Executive Committees and Boards.

With a high degree of initiative and a focus on good outcomes, you will collaborate and network with a range of peers and senior stakeholders within Treasury and other Directorates. Strong oral and written communication, liaison and negotiation skills are necessary to achieve positive outcomes across a range of responsibilities. The successful applicant will have excellent organisation skills with a flexible approach to working in a dynamic environment.

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

Notes: this is a temporary position available immediately until 8 October 2021 with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a response to the Selection Criteria in the attached Position Description. Please also submit a current curriculum vitae. For further information please contact the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vanessa Althorp (02) 6207 7352 Vanessa.Aldorp@act.gov.au

Economic Development

VisitCanberra / Events ACT

Senior Programs Administration Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 11830)

Gazetted: 01 February 2021

Closing Date: 8 February 2021

Details: VisitCanberra and Events ACT is looking for a Senior Programs Administration Officer to support both business units.

The successful candidate will be responsible for coordinating multiple recruitment processes concurrently so a high level understanding of ACTPS/CMTEDD recruitment practices would be advantageous. You will also coordinate and monitor the business requirements of VisitCanberra and Events ACT including; the coordination of Government and Ministerial briefs and reporting information, processing invoices, and undertaking a wide range of general administrative duties. The successful candidate will also provide Work Health and Safety administrative support to the Assistant Director WHS, Events ACT. This position may also involve some hands on work on site at various events over the course of the calendar year.

To be successful in this position you will need to be a collaborative and communicative team player who is confident to engage with peers from varied business units across CMTEDD. The ability to quickly reshuffle priorities along with a high level of resilience and professionalism will be well regarded.

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

Notes: This is a temporary position available immediately until 1 October 2021 with the possibility of extension. Selection may be based on application and referee reports only. Our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to safely and effectively work from home. A gradual return to the workplace is anticipated, including the advertised role. This position will be moving to a new workplace designed for activity-based working (ABW) in 2021. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a one to two page response addressing the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description; your Curriculum Vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Teresa Comacchio (02) 6205 6001 Teresa.Comacchio@act.gov.au

Partnership Services Group

Customer Support Services

Service Support and Service Delivery

Service Delivery Officer

Information Technology Officer Class 1 \$71,004 - \$80,826, Canberra (PN: 14348, several)

Gazetted: 01 February 2021

Closing Date: 15 February 2021

Details: You won't believe we're advertising again!

While we're proud to announce that our current ITOs are leaving the nest to continue their journeys with other amazing Shared Services teams, it also means we need to bolster our forces to achieve our ultimate goal: a customer service revolution!

If you or someone you know is starting out on your ACTPS adventure or looking to try something new, come join us in this fast-paced environment where no two days are quite the same. We've got morning teas, training opportunities, and room at our table for you!

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

Eligibility/Other Requirements:

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.

Driver's licence is essential.

Knowledge of the Information Technology Infrastructure Library (ITIL) structure and principles is not essential but 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.

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

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

Notes: These are temporary positions available for three months with the possibility of extension and/or permanency. Part-time hours will be considered and the full-time salary noted above will be pro-rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: To apply, submit a written response to the questions below, contact details for at least two referees, and a current curriculum vitae. Each response should be no more than 300 words per question and should provide evidence of your capacity to perform the duties and responsibilities as listed under the "What you require" section in the Position Description.

Provide an example of a time when you solved a problem. Tell us what the problem was, what you did to solve the problem, and what the outcome was.

Provide an example of a time when you provided good customer service, or a great experience for someone else.
Provide an example of a time when you demonstrated great teamwork.

Applications should be submitted via the Apply Now button below.

Contact Officer: Inge Pieterse (02) 6207 9000 Inge.Pieterse@act.gov.au

Access Canberra

Office of the Deputy Director-General

Executive Assistant

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 46798)

Gazetted: 01 February 2021

Closing Date: 8 February 2021

Details: Are you ready to undertake an exciting adventure? Can you perform the unachievable regularly? Do you have the ability to pull a rabbit out of a hat, or make problems vanish into thin air? Can you create new space and time at a moment's notice? If so, pack up your magic wand and fly over to Access Canberra!

Access Canberra, within the Chief Minister, Treasury and Economic Development Directorate, is looking for an Executive Assistant extraordinaire who can perform magic and amaze others by their skills and actions, and do it over and over again each day.

In this important position, you will play a vital role to support our master magicians within the Office of the Director-General Access Canberra to perform remarkable feats and conjure amazing outcomes in support of our Minister/s and the ACT community.

If you're a person who likes to help make things happen and amaze others with your executive support skills, we want you to join our magical team in Access Canberra.

If you have any questions or would like to know more about this role, please contact Ms Rachael Short, Executive Officer, Access Canberra on 0438 806 387.

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

Eligibility/Other Requirements

Current drivers licence.

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

How to Apply: Please submit a response to the Selection Criteria in the attached Position Description. Please also submit a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rachael Short (02) 5124 6022 Rachael.Short@act.gov.au

Shared Services ICT

Strategic Business Branch

Business Analysis and Enablement Services

Business Analyst

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 31914, several)

Gazetted: 29 January 2021

Closing Date: 12 February 2021

Details: The Business Analysis capability within Shared Services ICT offers a suite of business analysis services aimed at a variety of initiatives within the government to enable the business areas to deliver quality and customer-focused outcomes for the Territory. These BA services may be performed within the boundaries of a project or throughout enterprise evolution and continuous improvement.

Our Team is looking to hire suitably qualified and energetic individuals who have strong analytical skills, and at the same time, a creative mindset. If you have a strong interest in design thinking or human-centred design and have the ability to apply this in business analysis, then you might just be the person we are looking for! You must also be

an exceptional collaborator, who enjoys bringing together a range of stakeholders to understand different user journeys and divergent opinions and turn them into a cohesive set of requirements that delivers value to the community.

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

For this role, we are open to discussing the possibility of reduced hours, flexible start and finish times, or compressed hours. Please wait until the job offer stage before asking us about flexibility, and we will explore what's possible for the role.

Eligibility/Other Requirements:

An ACT Government CMTEDD Baseline clearance or ability to obtain one.

Driver's licence C class is desirable.

Relevant Business Analysis qualifications or other hands on and technical experience deemed equivalent are highly desirable.

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

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 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 asked to submit a two-page pitch outlining how your Skills, Knowledge and Behavioural Capabilities make you the best fit for the role, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Veronica Morados (02) 6207 0584 veronica.morados@act.gov.au

Access Canberra

Executive Group Manager (Chief Operating Officer), Access Canberra

Executive Level 2.2 \$286,648 - \$298,006 depending on current superannuation arrangements, Canberra (PN: E847)

Gazetted: 02 February 2021

Closing Date: 9 February 2021

Details: Looking for an opportunity to develop or grow your senior executive skills by managing an operationally diverse agency that performs both regulatory and customer service functions, and is the front face of the ACT Government?

An exciting opportunity is coming up within Access Canberra to temporarily perform the role of Executive Group Manager (Chief Operating Officer). Access Canberra is all about providing people easy access to ACT Government regulatory services, payments and information while offering a great customer experience to achieve our vision of a safe and liveable city.

At Access Canberra, we seek to help community organisations, business and individuals work with the ACT Government and constantly look for new ways to deliver our services. We actively engage in a risk and harm approach to support regulatory compliance outcomes across a broad range of industry sectors to build a strong economy, safe community and sustainable environment. Access Canberra also plays an important role in the government's response to COVID-19.

The Executive Group Manager (Chief Operating Officer) position reports directly to the Head of Access Canberra and will require you to work collaboratively with the other executives across the ACT Public Service (ACTPS), and key non-government stakeholders, to implement government priorities and support our community.

In this role, you will be responsible for managing day-to-day operational matters across the agency and play a key role in leading and supporting the Access Canberra executive group to deliver outcomes for government and our community. The role demands effective engagement with key external stakeholders, including unions, and the ability to apply sound judgement and a high level of integrity to all work. The role will also play a primary role in managing corporate matters relating to the operations of the agency, and representing Access Canberra at key inter-directorate meetings and working groups.

Note: This is a temporary vacancy to commence as soon as possible to 31 December 2021.

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

How to Apply: If you think you have what it takes to take on the challenge of this new role, please provide your two-page pitch.

**Applicants should be able to demonstrate their capacity to be responsive, manage a diverse workload with competing priorities to meet tight deadlines, and to contribute to and support various activities across the Directorate including direct support to the Deputy Director-General, Access Canberra.
Applications should be submitted via the Apply Now button below.*

Contact Officer: David Pryce, Deputy Director-General (02) 6205 9898 david.pryce@act.gov.au

Shared Services ICT

Customer Engagement Branch

Education ICT

Senior Financial Reporting Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 09328)

Gazetted: 28 January 2021

Closing Date: 11 February 2021

Details: Applications are invited from suitably experienced candidates from public or private sector backgrounds to join the Shared Services-Education ICT Finance team as the Financial Reporting officer. This position will be responsible for undertaking a wide range of financial reporting tasks relating to budgeting, reporting, managing accounts payable and receivable. This position will be required to liaise closely with a range of external and internal stakeholders including ACT government schools. Therefore, it is essential that the candidate has well developed communication skills.

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

Eligibility/Other Requirements:

Tertiary qualifications in Accounting or Commerce are highly regarded.

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

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

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: Candidates are requested to review the key accountabilities and duties outlined in the Position Description under the "What you will do" and "What you require" sections and submit a personal pitch of no more than three pages.

Your personal pitch should include information that provides evidence of your capabilities against the Professional and Technical Skills, Behavioural Capabilities and highlights your skills and experience in a finance operations or processing environment. A current curriculum vitae should be provided with details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nipa D'Costa (02) 6207 2430 nipa.d'costa@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.

Shared Services

Partnership Services

Commercial Services/Record Services

Record Services Officer

Administrative Services Officer Class 2 \$58,230 - \$64,299, Canberra (PN: 01465, several)

Gazetted: 28 January 2021

Closing Date: 4 February 2021

Details: Do you enjoy a challenge that allows you to utilise your inventory and record keeping skills?

Do you have a high attention to detail with demonstrated experience and solid understanding in a range of records management functions and systems?

Record Services is currently seeking Record Services Officers to join the team. The successful applicants will be able to sort, examine and file written material using established criteria and have a good attention to detail. Provide high level customer service and respond to client's queries via the Shared Services website and process record keeping requests, as required. These positions will also undertake a range of activities that support the effective storage and retrievals of stored records at the Mitchell warehouse.

Eligibility/Other Requirements:

These positions requires the ability to work in a manual handling environment.

A current driver's licence (C-Class) is essential.

Note: These are temporary positions with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future permanent, short/medium term temporary and casual identical vacancies over the next 12 months.

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. Please provide no more than a two page written personal pitch, contact details of at least two referees and current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Walshe (02) 6207 2016 daniel.walshe@act.gov.au

Economic Development

Events ACT

Marketing

Senior Public Relations Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 43248)

Gazetted: 29 January 2021

Closing Date: 12 February 2021

Details: Do you love the buzz of a festival or event and want to join a dynamic team of marketing and communications specialists who are vital to the success of Canberra's event scene?

As a Senior Public Relations Officer at Events ACT, you will have endless opportunities to put your creativity, editorial skills and organisational skills to the test as you work alongside campaign managers, web and graphic design teams to execute fully integrated campaigns which are fundamental to the success of our major and community events.

Each and every project you work on is designed to contribute to community vibrancy, city pride and connectedness, and grow the ACT economy by encouraging economic activity and visitation from interstate markets.

Your ability to hit the ground running and effectively manage your time will be a key asset in this role as you work closely with partners, sponsors and internal stakeholders to support the delivery of multiple projects at a time.

You will have a passion to produce, pitch, publish and distribute targeted and high-quality written content; demonstrated expertise in guiding and managing the production of a range of content styles, such as video and/or images, and proactive pitching materials.

Events ACT recognises the fundamental role our people play in our success. While this is a fast-paced role you will be supported to thrive and grow your skills as a marketing professional. Our ideal candidate will be passionate about collaboration and feel strongly about building on the supportive high performing culture we have developed here.

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

Note: This is a temporary position available immediately until 30 June 2021 with the possibility of extension up to 12 months. A merit pool may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is in a workplace designed for activity-based working (ABW).

Under ABW arrangements, officers do not have a designated workstation/desk. Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date.

How to Apply: If this sounds like you, please send your curriculum vitae and an application. Applications should clearly address the Professional/Technical skills and Behavioural Capabilities and be no longer than two pages telling us why you are the right person for the job.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joanne Barges (02) 6205 0700 joanne.barges@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

Strategic Policy

Policy and Performance

Strategic Portfolios and Data Excellence

Assistant Manager - Projects

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 27047)

Gazetted: 03 February 2021

Closing Date: 17 February 2021

Details: The Strategic Policy Division is seeking a highly motivated Assistant Manager to join the Strategic Portfolio and Data Excellence team (SPaDE).

SPaDE is responsible for the acquisition, analysis and distribution of the best-possible data to support the design of Community Services Directorate's (CSD) innovative, evidence-based decisions, policies and practices as well as improve its organisational planning, performance and accountability.

The Assistant Manager provides strategic advice to the Executive and Ministers on performance and program issues related to human services portfolio issue. The role also manages coordinates and undertakes the preparation of complex project plans, policies and frameworks, executive briefings and high level correspondence. The successful candidate must have highly proficient writing skills, capable of bringing together multiple sources of data to create a compelling presentation, be adaptive to requests at short notice, and be able to support a team delivering in a dynamic fast paced environment.

The role will require engagement with other directorates in both a policy context and across the digital agenda of the ACT government. The successful candidate will report to the Senior Manager.

Eligibility/Other Requirements:

Desirable qualifications and experience, but not essential:

An understanding and knowledge of managing data, and developing and reporting against performance and outcomes frameworks.

An understanding and knowledge of human services portfolio issues.

Tertiary qualifications in a related discipline.

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

Selection may be based on application and references 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. Temporary employment offered as a result of this advertisement may lead to permanency/promotion. 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: Applications should include a maximum two page response to the Selection Criteria in the attached Position Description along with a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katrina Martin 0422 632 111 katrina.martin@act.gov.au

Children, Youth and Families

Children and Families

Child Development Service

Early Childhood Teacher

Professional Officer Class 2 \$87,715 - \$100,388, Canberra (PN: 36138)

Gazetted: 28 January 2021

Closing Date: 11 February 2021

Details: The Early Childhood Teacher will work in a community based, multidisciplinary team within the Child Development Service. They will provide interventions for families with children under school age, who are at risk of a developmental delay, including group programs. This position will work within the Child Development Service, as well as Child and Family Centres and provide outreach into schools and child care settings as required. They will

be responsible for ensuring these children are linked with appropriate services and supports to assist with their development prior to beginning Preschool.

Eligibility/Other Requirements:

Essential:

Relevant tertiary qualifications in Early or Primary Education

Current driver's licence

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

Highly Desirable:

Demonstrated experience providing group programs to children under five years of age.

Note: This is a part-time position at 22:03 hours per week and the full-time salary noted above will be pro-rata.

How to Apply: Please include a supporting statement addressing each of the Selection Criteria in the attached Position Description. Please limit response to 400 words per criteria. Please also submit a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melinda Connor (02) 6205 9004 melinda.connor@act.gov.au

Education

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

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

Service Design and Delivery

Student Engagement

Clinical Practice

Senior Psychologist

Senior Psychologist \$136,941, Canberra (PN: 02823)

Gazetted: 03 February 2021

Closing Date: 19 February 2021

Details: Are you a leader in providing psychology services for children, young people and their families? ACT Education is seeking an experienced psychologist to fulfil the role of Senior Psychologist within Clinical Practice.

As a Senior Psychologist you will:

Support the Executive Branch Manager, Senior Director and Director to lead the strategic direction of the Student Engagement Branch within the Directorate and collaborate in the development of policies and processes.

Collaborate with the senior psychology leadership group to deliver a dynamic, supportive, professional and evidence-based School Psychology service.

Provide clinical supervision and professional practice support to school psychologists to improve student learning and wellbeing outcomes.

Utilise well developed communication and interpersonal skills, along with high level contemporary psychological knowledge to provide consultation and advice to ACT Public School students, families and staff.

Support the Student Engagement Branch respond to critical incidents in schools in line with current evidence-based emergency management response and Directorate processes.

Develop and deliver professional learning both within and external to the Education Directorate.

Apply a range of strategies, assessments, and interventions in direct work with children and / or young people to improve learning and psychological wellbeing.

Reflect and regularly review one's own practice and performance to identify and respond to continuous professional development needs.

Maintain registration requirements as a Psychologist with the Australian Health Practitioners Regulation Agency (AHPRA).

Adhere to the Australian Psychological Society Code of Ethics and Ethical guidelines.

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

Eligibility/Other Requirements: Prior to commencing in this role applicants require:

full registration as a psychologist with the Psychology Board of Australia.

It is highly desired the applicant has a minimum of five years' experience as a fully registered psychologist, experience working with children, young people and families, is a Psychology Board of Australia Approved Supervisor and holds a current Australian drivers' licence.

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

Note: This is a permanent position available for immediate start. An order of merit will be established from this selection process and may be used to fill identical vacancies on a permanent or temporary basis over the next 12 months. These positions are under the *ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022* and as such, a 12-month probation period will apply to applicants who are not existing ACTPS permanent employees. For interstate applicants, who are offered a permanent position, support towards relocation costs will be considered in accordance with the *ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022*.

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

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.

Applications should be submitted via the Apply Now button below.

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

Business Services

Strategic Finance and Procurement

Strategic Finance

Director-External Budgets and Reporting

Senior Professional Officer Grade B \$130,018 - \$146,368, Canberra (PN: 14167)

Gazetted: 02 February 2021

Closing Date: 16 February 2021

Details: The Education Directorate has an exciting opportunity for a dedicated finance professional with an ability to think strategically.

This position is part of a dynamic team within Strategic Finance reporting to the Senior Director - External Budgets and Reporting and the Chief Finance Officer. In this position you will take a key leadership role in the development of the external budget including budget initiatives, liaison and negotiation with Treasury, completion of financial statements, preparation of high-level correspondence and provision of advice to Senior Executives.

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration, safety, excellence and innovation as well as demonstrate the related signature behaviours.

Eligibility/Other Requirements:

A degree in accounting or a similar discipline.

Notes: this is a temporary position available immediately until 31 July 2021 with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a copy of your curriculum vitae and a maximum two-page pitch (expression of interest) against the selection criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Scanes (02) 6205 5478 Mark.Scanes@act.gov.au

Business Services

People and Performance

Organisational Development

Diversity Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 12267)

Gazetted: 01 February 2021

Closing Date: 15 February 2021

Details: ACT Education Directorate is looking for an experienced and enthusiastic individual to undertake an Administrative Service Officer 6 Diversity 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 diversity and inclusion agenda to support a high performing inclusive Directorate and a leading learning organisation, where our people know they matter.

You will have organisation and administrative skills that will assist in supporting key diversity projects for the Directorate. Experience in supporting and delivering diversity and inclusion initiatives, strategies and programs is highly desirable.

The ASO6 will support the People Capability team to:

Support and provide advice to the wider Directorate and Senior Leadership group on matters relating to diversity and inclusion.

Support effective consultative activity, strategy implementation and change management processes relating to diversity initiatives within the Education Directorate.

Support key aspects of the Diversity team's strategies and programs, including external and internal stakeholder engagement, the review and development of the Reconciliation Action Plan and the governance of diversity Employment Action Plans.

Support the organisation in the delivery of its cultural reform program.

Manage the Respect, Equity and Diversity officers and relevant training.

Support the staff diversity networks.

The People and Performance Branch incorporates HR Business Partners, People Cases and HR Operations; HR Data and Analytics; People Capability; 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 Diversity and Inclusion is highly desirable.

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

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 Bambach 0430171752 Stephanie.Bambach@act.gov.au

Strategic Policy

System Policy and Reform

Strategic Policy

Early Childhood Community Coordinator

School Leader C \$126,542, Canberra (PN: 49695)

Gazetted: 01 February 2021

Closing Date: 15 February 2021

Details: The Early Childhood Policy team is seeking a high performing individual to join a strong and supportive team to implement key early childhood education initiatives for children in the ACT, including the quality early childhood education for three year-olds initiative.

This is an exciting opportunity for the right candidate to use their early childhood experiences and knowledge of authentic community connections in a newly created role to support "Set up for Success: An Early Childhood Strategy for the ACT".

As an Early Childhood Community Coordinator, you will connect with services and support warm referrals for priority families to access quality early childhood education at selected education and care services, monitor and support the connections between families and participating early childhood education and care services, and support the transition of children from the three year-old initiative into preschool. Your ability to connect, work with and support families experiencing vulnerability is paramount.

You will create and maintain high quality relationships within a community of practice partnership model between education and care services and schools and support the establishment of learning communities that strengthen quality early childhood education, trauma informed practices, relationships, and community connections.

You will work alongside professionals in Education, Community Services, Health, and Justice and Community Safety Directorates, and within the community sector to identify priority children and families and create safe and supported pathways into the education and care services. Early Childhood Community Coordinators will work with children, families, and education and care services participating in the three year-old initiative, and schools to develop and foster strong partnerships to successfully meet the needs of children and families. They play a crucial role in engaging with families experiencing vulnerabilities or disadvantage while maintaining privacy, procedural fairness and integrity throughout the referral, placement, and transition pathways.

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

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

Current drivers licence.

Note: This is a temporary position available immediately for a period of 12 months with possibility of extension and/or permanency. This position will be designed for flexible work arrangements and activity-based working (ABW) in 2020. Under ABW arrangements, officers may not have a designated workstation/desk and work across multiple Education sites. This position is based in the Education Support Office (ESO) with office-based conditions. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

COVID-19 arrangements: Our branch is currently working from home wherever possible. However, the role will involve extensive travel across Canberra to connect with families and services. The successful candidate will be provided with information on how to safely and effectively work from home and within the community. A gradual return to the workplace is anticipated, including the advertised role.

Travel/visiting services: This role will involve extensive travel to connect with services and families and may involve full days away from the physical workplace.

How to Apply: Applications should include a supporting statement of no more than four pages based on the five leadership capabilities outlining experience and/or ability across the Selection Criteria below:

Highly developed interpersonal skills, including the ability to foster partnerships, liaise and consult, and build rapport with a wide range of people.

Prioritise and manage work in a high quality, timely manner including engaging with families, the ECEC sector, support services and across the ACT government.

Build a positive culture of feedback, reflective practice and learning by fostering a collaborative learning environment.

Engage and communicates effectively with a diverse range of people including Aboriginal and Torres Strait Islander people.

Identify problems and opportunities for improvement and work with others to implement solutions.

Understanding of ACT Public Service Values, demonstrated self-awareness, professionalism and a proven commitment to ongoing cultural awareness. Demonstrated awareness of and ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

Please provide a current curriculum vitae, and the name and contact details of two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. One referee should be able to speak of your ability in establishing and maintain relationships and community connections. You may be asked to provide further referees. Interested applicants are encouraged to contact the Contact Officer prior to submitting an application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jantiena Batt (02) 6207 4082 jantiena.batt@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.

Service Design and Delivery

Universal School Supports

Senior Director Universal School Supports

Senior Officer Grade A \$151,002, Canberra (PN: 31884)

Gazetted: 28 January 2021

Closing Date: 15 February 2021

Details: Universal School Support branch is looking for an exceptional individual to lead a strategic and operationally focused team in the delivery of universal strategies. This will include professional learning support with a strong focus on VET, transitions and career pathways for students. The successful applicant will have a deep knowledge and understanding of the VET sector and a focus on program development, stakeholder relations, exemplary management as well as excellent communication and interpersonal skills.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. **Interested Applicants located outside of Canberra** – Relocation expenses will be reimbursed to the successful applicant in accordance with Clause C18 of the ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018 - 2022

How to Apply: Please submit a written response to the selection criteria (maximum 4 pages), current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amie Corrigan Please email SDDRecruitment@act.gov.au to arrange a time to speak to the panel chair. SDDRecruitment@act.gov.au

System Policy And Reform Division

Early Childhood Policy and Regulation

Children's Education and Care Assurance

Compliance Officer

Professional Officer Class 2 \$87,715 - \$100,388, Canberra (PN: 23537)

Gazetted: 29 January 2021

Closing Date: 12 February 2021

Details: Are you an experienced early childhood professional looking for an exciting opportunity to expand your knowledge and further your career? Do you have a thorough understanding of the National Quality Framework? Do you have exceptional interpersonal skills, high level written skills and well-developed priority management capabilities?

If so, Children's Education and Care Assurance (CECA) is currently undertaking recruitment for a permanent authorised officer in the Audit and Risk Management team to commence asap.

Authorised officers in the Audit and Risk management team are responsible for assessing the compliance of education and care services under the *Education and Care Services National Law (ACT) Act 2011 and Education and Care Service National Regulations (2011)*. Authorised Officers work in partnership with approved providers and services to ensure compliance and best outcomes for children and families in education and care settings.

CECA is a team within the Early Childhood Policy and Regulation (ECPR) branch of the ACT Education Directorate. The Audit and Risk team sits within CECA and is staffed by qualified early childhood professionals with experience across Government and non-Government education and care services.

Eligibility/Other Requirements:

Tertiary qualifications in early childhood education and care are required. Related qualifications may be considered.

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

Notes: 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 need to address the selection criterion, provide a copy of their curriculum vitae, and contact details of at least two referees. Interested applicants are encouraged to contact the contact officer Delphine Coutin for any queries regarding the position at Delphine.coutin@act.gov.au or (02) 6207 1105.

Applications should be submitted via the Apply Now button below.

Contact Officer: Delphine Coutin (02) 6207 1105 Delphine.Coutin@act.gov.au

School Performance and Improvements

South and Weston Network

Melrose High School

SLC Flexible Learning and Cultural Integrity

School Leader C \$126,542, Canberra (PN: 12649)

Gazetted: 01 February 2021

Closing Date: 15 February 2021

Details: Melrose High School is seeking to fill the role of School Leader C Flexible Learning and Cultural Integrity. The role will be responsible for:

Lead the Melrose High School Flexible Learning Team to support staff with the ongoing implementation of future focused pedagogy and assessment, including the Indigenous Education Officer.

Lead the faculty in planning, developing and implementing diversified learning programs; including the Year 7-10 Big Picture Academies and Tier 3 educational provisions.

Provide positive leadership and coaching for staff in teaching, learning and social and emotional learning for students, with a focus on leading the wellbeing of Aboriginal and Torres Strait Islander students across the school. Provide positive leadership and coaching for staff in cultural integrity, using the eight Ways of Learning Framework, the Cultural Integrity Continuum and the Cluster RAP.

As a member of the executive team, provide leadership of the school and system strategic priorities including the effective facilitation of the Cultural Integrity Professional Learning Community (PLC).

A teaching load commensurate with skills and abilities

Perform other cross-school roles as directed by the Principal.

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

Note: The committee will use the standard selection techniques in accordance with the principals of merit including, short listing, interviewing and refereeing, not necessarily in this order, to determine a list of suitable applicants. These standard selection techniques may be supplemented by other assessment techniques that the selection committee considers necessary.

The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome.

Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the Leadership Capabilities outlined in the Position Description (maximum five pages) and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shannon Carnovale (02) 6142 0700 Shannon.Carnovale@ed.act.edu.au

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

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

Parliamentary Counsel

Temporary Vacancy (22 February 2021 to 19 March 2021)

Justice and Community Safety Directorate

Parliamentary Counsel Office

Position: E057

(Remuneration equivalent to Executive Level 2.3)

Circulated to: ACTPS Senior Executive List

Date circulated: 1 February 2021

Expressions of interest are sought for the position Parliamentary Counsel commencing 22 February 2021 to 19 March 2021. The Parliamentary Counsel's Office (PCO) provides legislative drafting and publishing services for the ACT. The PCO also maintains the ACT Legislation Register (www.legislation.gov.au) where ACT legislation and legislative material are notified and published.

The primary responsibilities of the Parliamentary Counsel are to:

- Develop, plan and coordinate legislative drafting services for the ACT (including provision of legislative policy and legal advice)
- Develop, plan and coordinate legislative publishing services (particularly through the ACT legislation register) to ensure good access to ACT legislation and legislative material.
- Lead PCO to ensure that its drafting and publishing services are of the highest standard possible, it responds effectively and efficiently to challenges and opportunities in a demanding and rapidly changing environment and comprehensive and up-to-date legislation and information is readily accessible on the Legislation Register for the benefit of the whole community.
- Manage PCO's functions and resources to ensure that it operates effectively and efficiently in providing drafting and publishing services to clients, provides appropriate training and development for drafting and publishing staff, provides quality control for all its services, fosters innovation and continual improvements in the quality of its drafting and publishing services.
- Manage the drafting and settling of draft legislation and legislative schemes, the provision of legal, practical and other advice about proposed legislation and legislative schemes, especially in relation to matters of particular sensitivity or complexity.

To apply: Applicants are requested to submit an expression of interest of no more than two pages providing details of their relevant experience and skills, with consideration of the executive capabilities, relating to the responsibilities outlined above, a copy of current curriculum vitae and the name and contact details for two referees to Mary Toohey via email mary.toohey@act.gov.au by COB Thursday 4 February 2021.

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 \$307,053 - \$319,330 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$245,543.

Contact Officer: Mary Toohey (02) 6205 3490 mary.toohey@act.gov.au

Transport Canberra and Business Services

Strategic Policy and Customer

Road Safety and Transport Regulation

Director, Road Safety

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 03234)

Gazetted: 03 February 2021

Closing Date: 17 February 2021

Details: The Road Safety and Transport Regulation team is responsible for a range of road safety and transport matters. The team develops and implements policy and legislation relating to road safety and transport regulation. It delivers road safety programs and road safety education and awareness campaigns and is responsible for developing, implementing and reporting on the ACT Road Safety Strategy and Action Plan.

The Road Safety and Transport Regulation team is looking for a Director for its Road Safety team to be responsible for leading the road safety policy team to develop, implement and report on the ACT Road Safety Strategy and Action Plan; manage the ACT Road Safety Board and ACT Road Safety Grants program; manage the ACT Road Safety Fund; and develop and implement education and awareness campaigns.

Notes: This is a temporary position available until 1 November 2021 with the possibility of extension. Previous applicants need not apply as their applications will be considered. The position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Applicants are to address the Selection Criteria located in the Position Description (maximum three pages) and provide a current curriculum vitae and the names and contacts of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Hosking (02) 6207 2619 Kim.Hosking@act.gov.au

ACT Corrective Services

Community Corrections and Release Planning

Community Services Work Unit

Community Services Work Coordinator

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 48985)

Gazetted: 03 February 2021

Closing Date: 19 February 2021

Details: ACT Corrective Services is looking for a highly motivated, values-driven professional to fill the role of Community Service Work Coordinator (ASO6) within the Community Service Work Unit (CSWU).

The successful applicant will lead the management and operational requirements of the Community Service Work program, including identifying, assessing and onboarding community-based agencies that will provide suitable work for offenders.

Additionally, this role will provide technical expertise, administration and oversight of safety and wellbeing of the organisation's employees and clients involved in end to end operation of the Community Service Work program, including conducting risk assessments of work sites in relation to suitability for Community Service Work.

The Community Service Work Coordinator will also be the conduit between those offenders undertaking Community Service Work, relevant agencies, and the supervising Community Corrections Officer.

The successful applicant will have experience working in work site management, environmental management or a work health and safety background and possess well developed interpersonal, organisational and communications skills necessary to build rapport with a diverse range of stakeholders.

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

Eligibility/Other Requirements:

Background police checks will be conducted.

Class C driver's licence is essential.

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

How to Apply: Applicants are required to submit three items: (1) A one to three page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements; (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of their drivers licence. Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Butler (02) 6207 9717 Melissa.Butler@act.gov.au

ACT Courts and Tribunal

ACT Magistrates Court

Court Services

Senior Team Leader - Court Services

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 50539)

Gazetted: 03 February 2021

Closing Date: 17 February 2021

Details: The ACT Courts and Tribunal is seeking a highly organised, self-motivated and professional person to perform the role of Senior Team Leader, Court Services.

The Court Services Team is responsible for managing and arranging all aspects of the listing of matters before both the Supreme and Magistrates Courts. The Court Services Senior Team Leader's primary focus is assisting the Unit Manager in managing the listings for the Magistrates Court, and to provide administrative services within the Court Services team.

The role will provide advice and guidance on more complex matters relevant to the jurisdiction, analyse information and interpret legislation and guidance material relation to the listings of matters before the courts, liaise with members of the Judiciary, clients and stakeholder groups, report on case management workload and workflow, quality assure case management data records, and assist in the development, review and implementation of new court policies, practices and procedures.

This is a varied and dynamic role ideally suited to a highly proactive and adaptable individual. The successful applicant will possess a high level of organisational skill and ability, an understanding of the legal system, has an eye for detail and is adept at meeting tight deadlines in a busy work environment. The role requires highly developed communication and interpersonal skills and the ability to maintain confidentiality and discretion.

Eligibility/Other Requirements: Demonstrated or ability to acquire knowledge and understanding of the role of the Courts in the ACT Community and its practices, procedures and related legislation would be an advantage.

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

How to Apply: Applicants are required to submit three items: (1) a statement of claims against the Position Description's capabilities criteria (limited to two pages); (2) a current curriculum vitae; (3) the names and contact details of two referees (one should be a current supervisor/manager). Please ensure you submit all three items. When addressing the Position Description, you should highlight any specific examples of experience or achievements that demonstrate your ability to perform the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Felicity Perkins (02) 6207 1386 felicity.perkins@courts.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.

ACT Corrective Services

Operational Support

Organisational Capability Unit

Training Content Research and Support Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 50353)

Gazetted: 02 February 2021

Closing Date: 16 February 2021

Details: ACT Corrective Services (ACTCS) is seeking applications from enthusiastic and motivated professionals for the position of Training Content Research and Support Officer (ASO5), within the Organisational Capability Unit. The Organisational Capability Unit is responsible for co-ordinating, designing, delivering and administering training and development activities to provide all ACTCS employees with the knowledge and skills to perform their roles competently.

The successful applicant will, be responsible for the sourcing, researching and updating content of training programs for both correctional and non-correctional topics/programs. You will also work closely with the Assistant Director in establishing new training programs for staff across the agency.

Further to this, you will collaborate with training staff and support trials and tests of new programs with small groups of staff. You will also facilitate effective governance and accountability in training activities, supporting transparency of compliance with related policy, legislation and national standards.

To be successful you will possess exceptional communication and interpersonal skills necessary to build rapport with both internal and external stakeholders. You will also demonstrate strong administrative capability.

Eligibility/Other Requirements:

Qualifications in training and assessment is highly desirable.

The successful candidate will be required to undergo a criminal record check.

This position requires a pre-employment medical.

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.

Current Driver's licence

How to Apply: applicants are required to submit three items: (1) A one to three page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements; (2) a current resume with the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your current driver's licence. Please ensure you submit all three items

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

Contact Officer: Ian Tindale (02) 6205 1828 Ian.Tindale@act.gov.au

ACT Courts and Tribunal

ACT Magistrates Court

Court Services

Listing Assistant - Court Services

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 42366)

Gazetted: 02 February 2021

Closing Date: 16 February 2021

Details: The ACT Law Courts and Tribunal is seeking persons with a strong focus on providing high level client service, good communication skills, an ability to work well within a changing environment and the capacity to work with people from diverse backgrounds to undertake the role of Listing Assistant.

The Court Services Team is responsible for managing and arranging all aspects of the listing of matters before both the Supreme and Magistrates Courts. The Listing Assistant's primary focus is assisting the Team Leader in managing the listings for the Magistrates Court, and to provide administrative services with the Court Services Team.

As the Listing Assistant, you will assist Team Leaders in:

performing administrative functions and working collaboratively across the unit.

providing procedural advice to clients and relevant agencies and proactively seeking assistance when required.

undertaking computer-based tasks with a high level of accuracy and work output.

working within defined policy, legislation and guidelines.

undertaking research and reporting on less complex issues, as required.

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

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

How to Apply: Applicants are required to submit three items: (1) a statement of claims against the position description's capabilities criteria (limited to two pages); (2) a current curriculum vitae; (3) the names and contact details of two referees (one should be a current supervisor/manager). Please ensure you submit all three items. When addressing the position description, you should highlight any specific examples of experience or achievements that demonstrate your ability to perform the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Felicity Perkins (02) 6207 1386 Felicity.Perkins@courts.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.

Human Rights Commission

Discrimination, Health Services, Disability and Community Services Commissioner

Senior Conciliator and Review Officer

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 49992, several)

Gazetted: 02 February 2021

Closing Date: 18 February 2021

Details: The ACT Human Rights Commission is an independent agency established by the *Human Rights Commission Act 2005*. The role of the ACT Human Rights Commission is to resolve complaints and promote rights, including to:

provide an independent, fair and accessible process for resolving individual complaints;

promote service improvement;
promote the human rights and welfare of people; and
foster understanding of particular legislation.

The ACT Human Rights Commission is seeking experienced, highly motivated people with excellent communication and interpersonal skills to join our team as a **Senior Conciliator and Review Officer**. The Senior Conciliator and Review Officer will manage a caseload of complex complaints across multiple jurisdictions including discrimination, health services, disability and community services.

The role also involves the investigation and conciliation (alternative dispute resolution) of complaints and undertaking legal research and policy and project work.

The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the contact officer for the role.

Eligibility/Other Requirements:

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to: https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/related/1
Relevant tertiary qualifications in law or health are highly desirable.

Qualifications and experience in statutory conciliation/alternative dispute resolution are desirable

Notes: There are multiple positions available – permanent fulltime, permanent parttime and temporary fulltime for 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a 'pitch' of no more than two (2) pages describing how your knowledge, experience and qualifications meet the Professional/Technical Skills and Knowledge and the Behavioural Capabilities of the role, as described in the Position Description. Please also provide your resume/curriculum vitae and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alison Murley (02) 6205 4102 Alison.Murley@act.gov.au

ACT Courts and Tribunal

Corporate and Strategic Services

Governance

Digital Content Producer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 50390)

Gazetted: 29 January 2021

Closing Date: 5 February 2021

Details: The ACT Courts and Tribunal (ACTCT) is looking for a Digital Content Producer to develop digital content for use on the ACTCT website and intranet. This will include developing a range of videos including writing scripts, filming content, editing videos and publishing content. The person is expected to be experienced in video production and able to work independently as part of a small and dynamic team.

Note: This is a temporary position available until 1 August 2021.

How to Apply: Applicants should submit a curriculum vitae and a two page application addressing the Behavioural Capabilities and Professional/Technical Skills and Knowledge in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tania Manuel (02) 6205 2687 tania.manuel@courts.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

City Services

ACT NoWaste

Waste Education and Partnerships

Director, Waste Education and Partnerships

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 36232)

Gazetted: 02 February 2021

Closing Date: 16 February 2021

Details: At ACT NoWaste we deliver an ambitious agenda for the ACT community and lead the implementation of sustainable waste management for the Territory. We support Canberrans in their efforts to avoid waste, seeking to maximise resource recovery and minimise waste to landfill. We strive to embody excellence, innovation and best practice in all that we do, focused on delivering outcomes under the *Waste Management and Resource Recovery Act 2016* and the *Waste Management Strategy 2011-2025*.

ACT NoWaste has an ambitious goal of achieving zero recoverable waste being sent to landfill by 2025. To help meet this goal, the Waste Education and Partnerships (WEP) team of ACT NoWaste aims to inspire and support Canberrans to work together to achieve sustainable waste management outcomes, including avoiding waste, reducing contamination in recycling, and increasing resource recovery.

We are seeking a Director, Waste Education and Partnerships with strong behaviour change, communication and engagement skills to lead our work in promoting the waste hierarchy and educating and encouraging the community to recycle right. Join us in our drive to reduce waste and deliver sustainable outcomes for the Canberra community.

Eligibility/Other Requirements:

Australian citizen or Permanent Resident of Australia.

A driver's licence class C is highly desirable.

Relevant tertiary qualifications such as behaviour change, marketing, communications, education or other qualifications and/or appropriate experience deemed high desirable.

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

How to Apply: Please address the Selection Criteria outline in the Position Description (maximum 3 pages) and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katherine Harrington (02) 6205 4878 Katherine.Harrington@act.gov.au

Transport Canberra and Business Services

Territory and Business Services

Domestic Animal Services

Kennel Hand

City Ranger 1 \$58,230 - \$64,299, Canberra (PN: 43910, several)

Gazetted: 29 January 2021

Closing Date: 15 February 2021

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.

Eligibility/Other Requirements:

Animal Husbandry/Handling experience is desirable specifically dog handling

Current non restricted drivers 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.

Notes: An order of merit will be established from this selection process and may be used to fill any future identical vacancies over the next 12 months. Please note, one of these positions is an Identified position for Aboriginal and Torres Strait Islanders.

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: Lesina Gibb's-Manuatu 0408 027 880 jobs@pipelinetalent.com

City Services

Development Coordination

Development Planning/Traffic Optimisation and Modelling

Assistant Director, Parking Coordination

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 50505)

Gazetted: 29 January 2021

Closing Date: 12 February 2021

Details: The position of Assistant Director, Parking Coordination will be part of a team which develops and administers government's parking policy and will liaise and coordinate with other government directorates on parking matters. The position will also be required to undertake other planning activities across the division. The primary responsibilities for this position are to:

Coordinate parking and transport planning policies, programs and projects consistent with Government policy and investment priorities.

Develop and contribute to providing strategic policy briefings and advice to Managers and Senior Executives.

As part of a multidisciplinary team, coordinate parking implementation to ensure the effective delivery of the Division's responsibilities and work program.

Manage secretariat functions for key parking working groups and committees.

This role sits within the Traffic Optimisation and Modelling team which has responsibility for coordinating transport solutions to optimise the current and future use of the transport network for people and freight; by integrating with future infrastructure planning, delivery and land development priorities in the medium and long terms; by formulating integrated transport plans and multi modal transport solutions; and by guiding the implementation of best practice and modelling approaches for major corridors/ precincts. The team works with other Directorates to build a coordinated approach to raising the profile of development coordination, modelling and network optimisation in the ACT.

Eligibility/Other Requirements:

A degree in an appropriate field (e.g. land use planning, geography, urban design, engineering) is an advantage

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

How to apply: Please submit a response of up to three pages addressing the Selection Criteria (What you will Require in the Position Description). Please also submit a current curriculum vitae and the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tim Wyatt (02) 6205 4200 Tim.Wyatt@act.gov.au

City Services

Birrigai Outdoor School

Catering Team Leader

General Service Officer Level 7 \$65,087 - \$68,733, Canberra (PN: 36496)

Gazetted: 29 January 2021

Closing Date: 12 February 2021

Details: Are you interested in working in a beautiful rural setting alongside a great team of dedicated and high energy professionals?

Birrigai Outdoor School offers a range of cultural and environmental education programs to ACT, regional, and national students ranging in age from preschool to Year 12. We provide day programs and overnight camps with activities themed around the Australian environment and biodiversity, Indigenous culture and arts, and we also offer outdoor adventure activities such as bushwalks, high ropes and team building programs. Birrigai also provides services to a range of community and corporate groups and offers onsite accommodation for up to 200 people with facilities for self-catering, or fully catered menu options.

Birrigai is seeking an experienced Catering Team Leader who can demonstrate a positive and proactive mindset in providing direction, support and guidance to our small catering team. If you are a skilled, organised and enthusiastic catering professional with a passion for delivering a high quality food service experience, you could be the person we are looking for.

Birrigai is located 2 kilometres from Tidbinbilla Nature Reserve on Tidbinbilla Road and is 15km from Gordon in the Tuggeranong valley.

Eligibility/Other Requirements:

Mandatory

Certificate III in Commercial Cookery or equivalent, plus a Food Safety Certificate incorporating HACCP.

First Aid Certificate (or ability to obtain prior to commencement).

Current manual driver's licence (C-class).

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.

Highly Desirable

Certificate IV Commercial Cookery

Note: This is a temporary position available for a period of 12 months with the possibility of permanency. To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident. There is no public transport to Birrigai therefore a driver's licence and a reliable vehicle are essential for this role. Please note a travel allowance is paid to staff working at Birrigai.

How to Apply: Applications must address the Selection Criteria as provided in the Position Description with a limit of 400 words per criteria applied. All applications must be accompanied by a current curriculum vitae and contact details for two referees with one being a current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirsten Galafassi (02) 6205 2006 kirsten.galafassi@act.gov.au

Worksafe ACT

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

Project Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 10738)

Gazetted: 03 February 2021

Closing Date: 11 February 2021

Details:

The Office of the Work Health and Safety Commissioner, known as Worksafe ACT, achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection and investigation. It is responsible for monitoring and ensuring compliance by duty holders with the *Work Health and Safety Act 2011* (WHS Act) and associated legislation for Workers' Compensation and Dangerous Substances.

Worksafe ACT is a fully independent office headed by the Work Health and Safety (WHS) Commissioner, who is the Territory's regulator.

WorkSafe ACT has recently implemented a case management system using Salesforce. The development of further business process improvement within this system is continuing. This position will work across the agency but will report to the Senior Director, Compliance and Enforcement.

The Project Officer is expected to assist with various administrative tasks associated with the development and implementation of system. You will be expected to have an eye for detail, project management skills and well developed communication and liaison skills, to ensure cooperative relationships both internally and externally.

Eligibility/Other Requirements: Knowledge or experience in a regulatory area is desirable.

Note:

This is a temporary position available for three months with the possibility of extension up to six months. This position is available to ACT Government officers and employees only.

How to Apply:

Prepare a one page response addressing the Selection Criteria outlined in the Ideal Candidate section of the Position Description and submit directly to the Contact Officer.

Applications should be sent to the Contact Officer.

Contact Officer: Daniel Curtin (02) 6207 6189 daniel.curtin@act.gov.au

APPOINTMENTS

ACT Health

Senior Information Technology Officer Grade C \$110,397 - \$118,832

Luke Burdack, Section 68(1), 27 January 2021

Administrative Services Officer Class 5 \$81,407 - \$86,168

Aaron Spina, Section 68(1), 2 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Caitlin Figueiredo, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Thomas Overton-Skinner, Section 68(1), 1 February 2021

Canberra Health Services

Registered Nurse Level 1 \$67,984 - \$90,814

Paramvit Kaur Brar, Section 68(1), 4 February 2021

Administrative Services Officer Class 6 \$87,715 - \$100,388

Graeme Brown, Section 68(1), 1 February 2021

Health Professional Level 2 \$67,892 - \$93,203

Claire Campbell, Section 68(1), 15 February 2021

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade)

Meredith Chell, Section 68(1), 28 January 2021

Health Service Officer Level 5 \$57,809 - \$60,679

Jacob Galafassi, Section 68(1), 22 January 2021

Administrative Services Officer Class 2/3 \$58,230 - \$71,004

Rosalina Gulyas, Section 68(1), 8 February 2021

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

Sally Hancock, Section 68(1), 8 February 2021

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

Kara Hoffman Lasker, Section 68(1), 8 February 2021

Allied Health Assistant 2 (Qualified) \$54,988 - \$61,221 (up to \$63,043 depending on qualification level)

Alexandra Hunter, Section 68(1), 4 February 2021

Administrative Services Officer Class 2/3 \$58,230 - \$71,004

Karen James, Section 68(1), 28 January 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Merin Jose, Section 68(1), 28 January 2021

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

Katharine Leeder, Section 68(1), 22 February 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Mari Connie Maningo, Section 68(1), 8 February 2021

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

Beth Marbrow, Section 68(1), 8 February 2021

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

Michelle Post, Section 68(1), 20 January 2021

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

Stacey Power, Section 68(1), 8 February 2021

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

Olivia Russell, Section 68(1), 8 January 2021

Administrative Services Officer Class 2/3 \$58,230 - \$71,004

Bijay Shrestha, Section 68(1), 1 February 2021

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

Proem Shrestha, Section 68(1), 4 February 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Laura Wode, Section 68(1), 28 January 2021

Allied Health Assistant 2 (Qualified) \$54,988 - \$61,221 (up to \$63,043 depending on qualification level)

James Wolfe, Section 68(1), 4 January 2021

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

Kimberley Wright, Section 68(1), 18 February 2021

Staff Specialist Band 1-5, \$180,732 - \$244,175

Ian Marr, Section 68(1), 15 February 2021

Staff Specialist Band 1-5, \$180,732 - \$244,175

Ryan McCann, Section 68(1), 01 February 2021

Staff Specialist Band 1-5, \$180,732 - \$244,175

Jenny Anne Ross, Section 68(1), 27 January 2021

Canberra Institute of Technology

Administrative Services Officer Class 4 \$73,248 - \$79,310

Sarah Bagnall, Section 68(1), 29 January 2021

Administrative Services Officer Class 2 \$58,230 - \$64,299

John Cruz, Section 68(1), 28 January 2021

Teacher Level 1 \$77,492 - \$103,397

Kate Taylor, Section 68(1), 2 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Scott Shanahan, Section 68(1), 1 February 2021

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 6 \$87,715 - \$100,388

Kelsey Banks, Section 68(1), 1 February 2021

Administrative Services Officer Class 3 \$65,976 - \$71,004

Asavari Deonath, Section 68(1), 29 January 2021

Administrative Services Officer Class 4 \$73,248 - \$79,310

Karen Ebsworth, Section 68(1), 1 February 2021

Administrative Services Officer Class 3 \$65,976 - \$71,004

Yukiko Ireland, Section 68(1), 1 February 2021

Senior Officer Grade C \$110,397 - \$118,832

Ian Lahey, Section 68(1), 9 February 2021

Senior Officer Grade C \$110,397 - \$118,832

Samantha O'Neill, Section 68(1), 2 February 2021

Senior Officer Grade A \$151,002

Paul Roberts, Section 68(1), 28 January 2021

Administrative Services Officer Class 3 \$65,976 - \$71,004

Chloe Shute, Section 68(1), 28 January 2021

Senior Officer Grade C \$110,397 - \$118,832

Sarah Towers, Section 68(1), 9 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Lucienne Pratt, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Duncan Fulton, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Kevin Han, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Shadiah Nahi, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Jenny Le Pui Tran, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Rachel Bernabe, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Erin Thomas, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Yili Zhang, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Sophie Afaras, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Saman Appuhamy, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Alex Coburn, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Ashleigh Cockburn, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Bianca De Silva, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Anna Huynh, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Briege Kelly, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Helen Whalan, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Mihiri Weerathna, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Yichi Zhang, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Tina Proctor, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Georgia Johnson, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Celine Chong, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Jeremy Cunningham, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Evangeline Crowther Gibson, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Teneisha Bhalla, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Cheyenne Cadence, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Allisha Harvey, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Imogen McKay, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Dai Moore, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Francesca Nyilas, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Keiran O'Sullivan, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Sarah Rajakariar, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Calum Reid, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Georgina Sheridan, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Juanita Truong, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Llewellyn Williams-Brooks, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Sophie Young, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Rheyda Arguelles, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Yao Xiao, Section 68(1), 1 February 2021

Community Services

Administrative Services Officer Class 3 \$65,976 - \$71,004

Constanza Araya, Section 68(1), 19 January 2021

Administrative Services Officer Class 3 \$65,976 - \$71,004

David Biddlecombe, Section 68(1), 19 January 2021

Youth Worker 1 \$65,976 - \$71,004

Joanne Brewis, Section 68(1), 22 January 2021

Child and Youth Protection Professional Level 1 \$69,736 - \$87,406

Laura Byrne, Section 68(1), 1 February 2021

Administrative Services Officer Class 3 \$65,976 - \$71,004

Chelsea Maher, Section 68(1), 19 January 2021

Administrative Services Officer Class 3 \$65,976 - \$71,004

Sally Mansfield, Section 68(1), 19 January 2021

Administrative Services Officer Class 3 \$65,976 - \$71,004

Grace Marshall, Section 68(1), 19 January 2021

Youth Worker 1 \$65,976 - \$71,004

Beth Matthews, Section 68(1), 22 January 2021

Youth Worker 1 \$65,976 - \$71,004

Ziara Sacco, Section 68(1), 22 January 2021

Youth Worker 1 \$65,976 - \$71,004

Olivia Szep, Section 68(1), 18 January 2021

Youth Worker 1 \$65,976 - \$71,004

Ronald White, Section 68(1), 21 January 2021

Youth Worker 1 \$65,976 - \$71,004

Rosalie Whitelaw, Section 68(1), 18 January 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Samuel Roberts, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Connie Tran, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Eric Gittleman, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Poppy Perry-Evans, Section 68(1), 1 February 2021

Director of Public Prosecutions

Paralegal Grade 3 \$75,492 - \$79,310

Danyon O'Rourke, Section 68(1), 29 January 2021

Education

School Assistant 2 \$49,516 - \$54,675

Jodie Roberson, Section 68(1), 27 January 2021

Administrative Services Officer Class 4 \$73,248 - \$79,310

Ruth Thompson, Section 68(1), 30 January 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Angus Cheng 871-3024, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Kristen Downes, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Natasha Wykes, Section 68(1), 1 February 2021

Environment, Planning and Sustainable Development

Technical Officer Level 3 \$75,985 - \$85,873

Ian Lenon, Section 68(1), 15 January 2021

Senior Officer Grade C \$110,397 - \$118,832

Timothy Sides, Section 68(1), 2 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

David Zeko, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Beili Zhu, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Molly Folkard, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Hyojung Kim, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Jaeyoung Park, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Alannah Alley-Freeman, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Kshish Rana, Section 68(1), 1 February 2021

Justice and Community Safety

Administrative Services Officer Class 6 \$87,715 - \$100,388

Mimi Siharath, Section 68(1), 27 January 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Xuanqi Zhu 871-33155, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Natasha Kumar, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Samantha Pegram, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Olivia Pursey, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Joyce Zhang, Section 68(1), 1 February 2021

Major Projects Canberra

Graduate Administrative Assistant \$73,248 - \$75,492

Michael Liu, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

John Oost, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Marziyeh Hamidi, Section 68(1), 1 February 2021

Transport Canberra and City Services

Administrative Services Officer Class 6 \$87,715 - \$100,388

Stephen Cox, Section 68(1), 1 February 2021

Administrative Services Officer Class 5 \$81,407 - \$86,168

Billie-Alice Darmody, Section 68(1), 30 January 2021

Administrative Services Officer Class 6 \$87,715 - \$100,388

Michelle Glaznieks, Section 68(1), 1 February 2021

Administrative Services Officer Class 6 \$87,715 - \$100,388

Andrew Haines, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Kelsie Williams, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Matthew Culvenor, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Victoria Herbert, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Poorna Kumara, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Madeleine Wickens, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Grace McIntosh Kessling, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Sharifah Syed Rohan, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Ella Nelson-Lee, Section 68(1), 1 February 2021

Worksafe ACT

Graduate Administrative Assistant \$73,248 - \$75,492

Shan Huang, Section 68(1), 1 February 2021

Graduate Administrative Assistant \$73,248 - \$75,492

Kelsie Williams, Section 68(1), 1 February 2021

TRANSFERS

Canberra Health Services

Pedro Miguel Pereira Fortunato

From: \$87,715 - \$100,388

Environment, Planning and Sustainable Development

To: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services, Canberra (PN. 32904) (Gazetted 4 June 2020)

Joelle Ross- Horgan

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 18493) (Gazetted 3 December 2020)

Chief Minister, Treasury and Economic Development

Malcolm Eastley

From: Senior Officer Grade C \$110,397 - \$118,832

Community Services

To: Senior Officer Grade C \$110,397 - \$118,832

Chief Minister, Treasury and Economic Development, Canberra (PN. 08531) (Gazetted 16 November 2020)

Georgia Niedermeier

From: Administrative Services Officer Class 5 83,872

Education

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development, Canberra (PN. 44680) (Gazetted 25 June 2020)

Community Services

Surya Maharjan

From: General Service Officer Level 7 \$65,087

Community Services

To: General Service Officer Level 7 \$65,087 - \$68,733

Community Services, Canberra (PN. 00068) (Gazetted 21 September 2020)

Education

James Barnett

From: School Leader A \$168,315

Education

To: School Leader A 1 \$168,315

Education, Canberra (PN. 01756) (Gazetted 10 November 2020)

Fangqin Li

From: Administrative Services Officer Class 5 86,168

Justice and Community Safety

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Education, Canberra (PN. 00020) (Gazetted 27 November 2020)

Suburban Land Agency

Mark Emerson

From: Senior Officer Grade C \$110,397 - \$118,832

Justice and Community Safety

To: Senior Officer Grade C \$110,397 - \$118,832

Suburban Land Agency, Canberra (PN. 11138) (Gazetted 26 October 2020)

PROMOTIONS

Canberra Health Services

Chief Operating Officer Clinical Services

Linu Mathew

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

Canberra Health Services

To: †Registered Nurse Level 4.1 \$122,360

Canberra Health Services, Canberra (PN. 28539) (Gazetted 7 January 2021)

Chief Minister, Treasury and Economic Development

Shared Services ICT

Customer Engagement Services

Education ICT, Business Applications

Megumi Eddison

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Community Services

To: †Senior Information Technology Officer Grade C \$110,397 - \$118,832

Chief Minister, Treasury and Economic Development, Canberra (PN. 05199) (Gazetted 7 October 2020)

Economic Development

Skills Canberra

Skills Programs Operations and Support

Pamela Elton

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$110,397 - \$118,832

Chief Minister, Treasury and Economic Development, Canberra (PN. 27806) (Gazetted 14 December 2020)

Policy and Cabinet

Sabrina Paul

From: Administrative Services Officer Class 5 \$81,407 - \$86,168

Canberra Health Services

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Chief Minister, Treasury and Economic Development, Canberra (PN. 44160) (Gazetted 18 November 2020)

Workforce Capability and Governance

Public Sector Management Group

Professional Standards Unit

Maurice Schaffner

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Transport Canberra and City Services

To: †Senior Officer Grade C \$110,397 - \$118,832
Chief Minister, Treasury and Economic Development, Canberra (PN. 32539) (Gazetted 16 November 2020)

Shared Services ICT

Customer Engagement Services

Education ICT, Business Applications

Dominic Tresize

From: Information Technology Officer Class 1 \$71,004 - \$80,826

Education

To: †Senior Information Technology Officer Grade C \$110,397 - \$118,832

Chief Minister, Treasury and Economic Development, Canberra (PN. 38757) (Gazetted 7 October 2020)

Education

Service Design and Delivery

Digital Strategy, Services and Transformation

Avon Dissanayake

From: Senior Officer Grade B \$130,018 - \$146,368

Education

To: †Senior Officer Grade A \$151,002

Education, Canberra (PN. 50254) (Gazetted 7 September 2020)

Environment, Planning and Sustainable Development

Planning, Land and Building Policy

Building Design and Projects

Major Project - City

Anne Baker

From: Administrative Services Officer Class 5 \$81,407 - \$86,168

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Environment, Planning and Sustainable Development, Canberra (PN. 34846) (Gazetted 26 June 2020)

Justice and Community Safety

ACT Human Rights Commission

President

Kyle Forsyth

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Justice and Community Safety

To: †Senior Officer Grade C \$110,397 - \$118,832

Justice and Community Safety, Canberra (PN. 47126) (Gazetted 4 December 2020)

Transport Canberra and City Services

City Services

Roads ACT

Road Maintenance / Environmental Services

Andrew Melville

From: Administrative Services Officer Class 4 \$73,248 - \$79,310

Transport Canberra and City Services

To: †Infrastructure Officer 2 \$87,822 - \$101,039

Transport Canberra and City Services, Canberra (PN. 19906) (Gazetted 11 December 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.

City Services

Development Coordination

Development Planning

Timothy Wyatt

From: Infrastructure Officer 4 \$131,141 - \$148,993

Transport Canberra and City Services

To: †Infrastructure Manager/Specialist 1 \$168,218

Transport Canberra and City Services, Canberra (PN. 11891) (Gazetted 15 September 2020)