



ACT Government Gazette

Gazetted Notices for the week beginning 16 May 2019

VACANCIES

ACT Electoral Commission

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

Elections Operations Manager

Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 01866)

Gazetted: 16 May 2019

Closing Date: 4 June 2019

Details: Interested in project management and the fascinating dynamics of elections? The ACT Electoral Commission is looking for an enthusiastic and dedicated person to join our small and friendly team. This position will offer the successful applicant the opportunity to manage the Commissions' election operations function. This will involve, among other things, managing the development and implementation of ICT business systems prior to ACT Legislative Assembly elections as well as developing and implementing electoral procedures, and the planning and implementation of electoral event preparations. This position requires excellent project management skills and high level written and oral communication skills and a willingness to perform a wide variety of tasks and projects. Elections ACT staff are expected to demonstrate quality customer service and team work skills, be willing to continuously improve, be outcomes focused and accountable for their actions. As a staff member of a small office, the person occupying this position will also undertake or assist with other tasks as required and directed. It is also important for the successful applicants to understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework. The ACT Electoral Commission is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal and/or Torres Strait Islander background, or People with Disability, and those who identify as LGBTIQ to apply for any position. Further information relating to Elections ACT can be found at:

<https://www.elections.act.gov.au/>.

Eligibility/Other Requirements: As an Electoral Officer the person occupying this position will be required to perform duties on election and referendum days and some election period weekends. Knowledge and/experience in election operations would be an advantage but is not mandatory.

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

How to Apply: Applications are sought from potential candidates and must include: 1) a completed Shared Services Application Coversheet including the contact details of at least two referees; 2) a written response to the Selection Criteria outlining experience and/or ability; and 3) a current resume. A response should be made against each individual Selection Criteria. Applications should address the numbered Selection Criteria only. Please limit your response to one A4 page (maximum) against each of the selection criteria. Given there are five criteria, your written response to the Selection Criteria should not exceed a total of five A4 pages. All vacancies close at 11:59pm on the advertised closing date. Applications should be sent to jobs@act.gov.au.

Contact Officer: Rohan Spence (02) 6205 0224 rohan.spence@act.gov.au

Chief Minister, Treasury and Economic Development

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

Shared Services ICT

Customer Engagement Services Branch

ICT Team, Community Services Directorate (CSD)

Operations Support

Information Technology Officer Class 2 \$83,135 - \$95,146, Canberra (PN: 01005)

Gazetted: 16 May 2019

Closing Date: 30 May 2019

Details: Shared Services Information Communication Technology (ICT) are looking for a highly motivated individual with sound organisation and communication skills in the ICT Team Community Services Directorate (CSD). The ICT Team is based in Nature Conservation House in Belconnen. We are an enthusiastic team of technical and operational staff supporting CSD business systems (including reporting services) as well as telecommunications, ICT assets and operational support. CSD is located on multiple sites across the ACT.

Eligibility/Other Requirements: ITIL Foundations V4 Certificate highly desirable. This is a Position of Trust Level 1 (PoT 1) an ACT Government CMTEDD Baseline clearance is required for this position. This position requires a pre-employment medical.

Note: The successful applicant will commence from 1 July 2019. Selection may be based on application and referee reports only.

How to Apply: We will expect a two page 'pitch' that demonstrates how your experiences will enable you to succeed in this role, along with the Application Coversheet, and a short Curriculum Vitae. Referee reports or contact details to be provided with your application. Applications are to be sent to jobs@act.gov.au.

Contact Officer: Mick Sharp (02) 6207 1522 mick.sharp@act.gov.au

Shared Services ICT

Technology Services Branch

Service Assurance

Refresh Technical Officer

Information Technology Officer Class 2 \$83,135 - \$95,146, Canberra (PN: 13248)

Gazetted: 16 May 2019

Closing Date: 23 May 2019

Details: Service Assurance Refresh Team are looking for a suitable candidate as Refresh Technical Officer. You will have the ability to provide technical advice and specialist support to both the client and within the team, manage customer expectations and liaise with all stakeholders regarding the replacement of ICT assets across ACT Government Agencies. You will need the ability to effectively self-manage, and to prioritise competing tasks as well as provide a high-quality service in line with the team's objectives and customer needs.

Note: This is a temporary position available from 3 June 2019 until 6 November 2019 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: To apply for this position, please ensure you include a two-page personal pitch which reflects your skills and capabilities against the 'What you will Do' and the Professional and Behavioural Capabilities in the Position Description, an Application Coversheet and a copy of your current Curriculum Vitae with contact details for at least two referees is required to be submitted with your application.

Contact Officer: Sandra O'Rourke (02) 6207 7924 sandra.o'rourke@act.gov.au

Shared Services

Technology Services

ICT Security

ICT Security Analyst

Information Technology Officer Class 2 \$83,135 - \$95,146, Canberra (PN: 14376)

Gazetted: 17 May 2019

Closing Date: 31 May 2019

Details: ICT Security are seeking an experienced and motivated individual to join the ICT Security Operations team in the role of ICT Security Analyst. The Security Operations team within ICT Security is a dynamic, functionally diverse team that performs a range of functions across whole of ACT Government. As a key member of this team, your duties may include investigations and forensics, vulnerability and penetration testing, provision of security advice for internal stakeholders, customers and projects, and operating and maintaining key ICT security infrastructure such as Web and Email Content Filters, Security Information and Event Management (SIEM) systems and Intrusion Prevention Systems. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment,

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

Eligibility/Other Requirements: The successful applicant will need to hold or be able to rapidly obtain a Negative Vetting Level 1 (NV1) National Security Clearance. If screening is not successful, your employment will not commence or, if already commenced, your employment will be reassessed.

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

How to Apply: Using the Situation, Task, Action, Result (STAR) method to articulate your responses, please include answers to the following evidence-based questions in your two-page written response. Use examples that clearly demonstrate your relevant experience, skills, knowledge and behavioural capabilities. 1. Provide an example of where you have recently used your ICT security skills and knowledge to enhance the security of your organisation (500 words). 2. Describe a situation where you have influenced a group of important stakeholders to reduce a security risk (400 words). Please include contact details for at least two referees and a current Curriculum Vitae.

Please contact the Contact Officer if you require additional information about this role. Applications should be sent to jobs@act.gov.au.

Contact Officer: Andrew Campbell (02) 6205 4201 andrew.campbell@act.gov.au

Workforce Capability and Governance

Public Sector Management

Professional Standards Unit

Investigator

Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 32539)

Gazetted: 17 May 2019

Closing Date: 24 May 2019

Details: The successful applicant will be required to undertake sensitive and complex administrative/workplace investigations in accordance with relevant administrative law principles, legislative employment and industrial frameworks. Applicants must have strong analytical and research skills and attention to detail and the capacity to apply these skills in the investigative context. The role requires well developed written and oral communication skills, proven ability to prepare logical, well written and thorough statements and reports and the ability to work as part of a small team under limited supervision, displaying excellent judgement, decision making and problem-solving skills. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Relevant qualifications such as Certificate IV in Government Investigations and/or HR related disciplines are essential.

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

How to Apply: Please submit an Application Coversheet, a current resume including details of two referees and a statement addressing the Selection Criteria to jobs@act.gov.au.

Contact Officer: Peter Boyle (02) 6205 3525 peter.boyle@act.gov.au

Access Canberra

Customer Coordination

Applications and Approvals

Assistant Manager

Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 14473, several expected vacancies)

Gazetted: 17 May 2019

Closing Date: 24 May 2019

Details: Access Canberra is a straight talking, innovative and exciting place to be, where you will have a direct impact on making Canberra a better place to live. You will have a great team to work with and support you in one of the most diverse and interesting agencies in the ACT Government. We strive to deliver the best possible customer service by planning, designing, re-engineering, delivering and coordinating customer services across online, phone, email and face to face channels. The Application and Approvals Team within Access Canberra are offering an exciting opportunity to work with our team with our Assistant Manager positions. As an Assistant

Manager you will need to have excellent communication and people skills, including the ability to motivate and develop individuals and be committed to the goals of the Access Canberra's business plan for tomorrow. You will be required to assist with coordinating and directing the work of our staff, who provide innovative, high quality customer services through the Access Canberra Environment Planning and Land and Building Services Shopfronts. Your suitability for this position will be assessed based on your skills, knowledge and behaviour in relation to the duties/responsibilities of the role. 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: These are temporary positions available for a period of 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.

How to Apply: If you think you're up for it, please send us your Curriculum Vitae, Application Coversheet and two page pitch on why you think you're the best person for the job. The pitch should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification. 1) Detail your greatest achievement in the last five years and how it relates to this position and the duties. 2) Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role. If you have any questions about the role please contact the Contact Officer. Applications should be sent to: jobs@act.gov.au
Contact Officer: Fred Arugay (02) 6207 1797 fred.arugay@act.gov.au

Shared Services ICT

Customer Engagement Services Branch

ICT Team, Community Services Directorate

ICT Project Support

Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 43853)

Gazetted: 17 May 2019

Closing Date: 24 May 2019

Details: Shared Services Information Communication Technology (ICT) are looking for a highly motivated individual with sound organisation and communication skills to support the ICT Team Community Services Directorate (CSD). The ICT Team for the Community Services Directorate (CSD) is based in Nature Conservation House in Belconnen. The position will be working as ICT Team staff to support a range of ICT projects and major activities for CSD. Projects include CYRIS and Go Digital. The ICT Team are an enthusiastic team of technical and operational staff supporting CSD business systems (including reporting services) as well as telecommunications, ICT assets and operational support.

Eligibility/Other Requirements: ITIL Foundations V4 Certificate desirable. This is a Position of Trust Level 1 (PoT). ACT Government CMTEDD Baseline clearance is required for this position. This position requires a pre-employment medical.

Note: This is a temporary position available until the end of January 2020 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: We will expect a two page 'pitch' that demonstrates how your experiences will enable you to succeed in this role, along with the Application Coversheet, and a short Curriculum Vitae. Referee reports or contact details to be provided with your application. Applications to be sent to jobs@act.gov.au.

Contact Officer: Mick Sharp (02) 6207 1522 mick.sharp@act.gov.au

Shared Services ICT

Strategic Business

Portfolio Delivery/HRIMS Program

Business Change Facilitator

Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 43169)

Gazetted: 16 May 2019

Closing Date: 30 May 2019

Details: Are you interested in implementing change? Do you enjoy engaging with stakeholders? Then this is your opportunity to be part of an exciting project implementing a new Human Resource Information Management System (HRIMS) Program across ACT Government.

What you will do

You will be responsible for providing support with the development, coordination and delivery of business transformation activities to support the successful implementation of the Human Resources Information Management System (HRIMS) business system across the whole of ACT Government. Use your excellent communication skills to contribute as part of a team to deliver effective business change. Identify and improve business activities. Assist with development and coordination of surveys and review key program products.

What you require

To be successful in this role you will have experience in applying change and communications practices, the ability to effectively support the development, delivery and implementation of change and communications strategies and plans, manage multiple tasks, have well developed problem solving and organisational skills, effective communication skills both verbal and written, plan tasks in advance and work in a systemic and organised way, and display high quality customer service principles and practices.

You will require an understanding of the Awareness, Desire, Knowledge, Ability and Reinforcement (ADKAR) model (or other change management methodology) in achieving change adoption outcomes.

How to Apply

Please review the attached Position Description and apply by emailing the following documents to jobs@act.gov.au:

A completed Application Coversheet, Your current Resume, A two-page written response to support your application. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities as required.

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

Contact Officer: Sarah Burnett (02) 6207 9102 sarah.burnett@act.gov.au

Revenue Management

Support/Finance

Finance Officer

Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 40566, expected vacancy)

Gazetted: 21 May 2019

Closing Date: 4 June 2019

Details: The ACT Revenue Office is responsible for providing advice on revenue and taxation administration; management of the Territory's taxation base including the development of revenue and taxation legislation; compliance activities; debt management; and much more. The Finance team within the Support branch is a small team that undertakes budget projections and adjustments; conducts monthly and annual reporting of revenues and expenses; fulfils all annual reporting and auditing requirements; administers the Home Loan Portfolio and the Rental Bonds functions; and liaises with other areas of ACT Government and various external stakeholders in relation to the provision of financial information and system databases, including standard business reporting. Chief Minister, Treasury and Economic Development Directorate 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: Finance Team is seeking a suitably qualified Finance Officer who has knowledge and experience in month-end processes including investigations into accounts, who can work individually as well as part of a team.

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

How to Apply: Please submit: an Application Coversheet (including two referees); a current Curriculum Vitae; and a response of no more than 200 words to each of the Selection Criteria.

Contact Officer: Shafali Jain (02) 6207 4765 shafali.jain@act.gov.au

Shared Services

Business Services

Strategic Finance

Financial Services Officer

Administrative Services Officer Class 4 \$69,422 - \$75,169, Canberra (PN: 37177, several)

Gazetted: 17 May 2019

Closing Date: 31 May 2019

Details: Do you want to make a difference to the ACT Government? Do you want to be part of an innovative business and friendly team environment/culture that supports staff, lifestyle balance and career progression? Then the Shared Services Strategic Finance team is looking for you! Shared Services' vision is to provide efficient, effective services based on accountability and best practice. As part of the Financial Services team you will take part in accounts payable, accounts receivable, debt management and cost recovery activities. You will also provide advice and support to Shared Services staff in regards to financial processing matters, procedures and reporting. We want innovative, forward thinking professionals with good communication skills and the ability to investigate discrepancies and liaise with a variety of stakeholders. Your enthusiasm, professionalism and your ability to manage and prioritise workloads will ensure your suitability for this role. 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: These are Temporary positions available for six months with possibility of extension up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please include your current Resume, an Application Coversheet and a two-page Expression of Interest to describe your relevant skills, experience and suitability for the position of Financial Services Officer. Applicants should focus their Expression of Interest on the Professional/Technical skills 1 - 4 and Behavioural Capabilities 1, 2, and 6 taking into account the stated position requirements/duties. You should include specific examples of your work where possible. Applications should be sent to jobs@act.gov.au.

Contact Officer: Alyssa Cowie (02) 6207 7737 alyssa.cowie@act.gov.au

Shared Services ICT

Strategic Business

Portfolio Delivery/HRIMS Project

Communications Support Administrator

Administrative Services Officer Class 4 \$69,422 - \$75,169, Canberra (PN: 43281)

Gazetted: 16 May 2019

Closing Date: 30 May 2019

Details: Are you creative and enjoy communicating with people? Then this is your opportunity to be part of an exciting project implementing a new Human Resource Information Management System (HRIMS) Program across ACT Government.

What you will do

You will be responsible for preparing communication products including web content and visual presentations. Provide support to working groups, roadshows and stakeholder engagement sessions. Use your skills to maintain the HRIMS SharePoint presence and contribute to the change and communication methodologies in the HRIMS Change and Communications plans.

What you require

To be successful in this role you will have sound organisational skills, understand the basic principles of marketing, the ability to communicate convincingly, manage multiple tasks, display commitment to high quality customer service practices, be able to establish business partnerships and contribute collaboratively as part of a team.

How to Apply: Please review the attached Position Description and apply by emailing the following documents to jobs@act.gov.au:

A completed Application Coversheet, Your current Resume, A two-page written response to support your application. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities as required.

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

Contact Officer: Sarah Burnett (02) 6207 9102 sarah.burnett@act.gov.au

Shared Services

Executive Branch Manager, Shared Services

Executive Level 1.2 \$203,203 - \$211,625 depending on current superannuation arrangements, Canberra (PN: E1084)

Gazetted: 16 May 2019

Closing Date: 30 May 2019

Who we are: Shared Services employs about 950 people and provides strategic, technical, tactical and transactional support for ICT, finance, human resource and commercial services to ACT Government Directorates. The Payroll and HR Systems Branch is responsible for ensuring the accurate and timely payment of approximately 22,000 ACT Public Service employees.

What you will do: The successful candidate will join the Shared Services Executive Leadership Team and its various Committees, which contributes to and influences strategic thinking, direction setting and decision making by engagement with stakeholders within the Directorates of the ACT Government. Strategically motivate and lead a large team of payroll and HR systems employees through major change, whilst delivering the ongoing pays of 22,000 people. You will be required to successfully implement the new Human Resources Information Management Solution (HRIMS) and drive the project delivery and solution deployment.

What we require: Your strategic focus and ability to analyse and find solutions to complex problems will enable you to excel in this position. Expert communication and influencing skills will be important to lead the payroll team through the coming challenges whilst your ability to establish and maintain effective and diverse strategic business partnerships will be critical to gain the trust and confidence of your executive colleagues, staff and ultimately all ACT Public Service employees. Your resilience, values based leadership and excellent judgement will be crucial to success. To succeed in the role, you will have extensive experience leading a team through a significant change process, preferably in payroll and/or implementation of an HRIMS.

How to Apply: All applications, including the coversheet, your written response to the Executive Capabilities (maximum one page per capability) and Curriculum Vitae must be submitted to jobs@act.gov.au.

Remuneration: The position attracts a remuneration package ranging from \$203,203 to \$211,625 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$153,125. From 1 July 2019, the remuneration package will increase, ranging from \$221,815 to \$230,275 depending on current superannuation arrangements of the successful applicant, which includes a cash component of \$169,203 (see Remuneration Tribunal Determination 2 of 2019).

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

Contact Officer: Further information about the position is available from Graham Tanton, graham.tanton@act.gov.au, (02) 6207 5757.

Shared Services ICT

Customer Engagement Services Branch

ICT Team, Community Services Directorate

Senior Project Technical Manager

Senior Information Technology Officer Grade B \$123,227 - \$138,723, Canberra (PN: 43852)

Gazetted: 17 May 2019

Closing Date: 31 May 2019

Details: Shared Services Information Communication Technology (ICT) are looking for a highly motivated individual with sound organisation, communication and technical skills to work with the ICT Team as Senior Technical Lead. The position initially is the senior technical lead for CYRIS (on Microsoft Dynamics) and other ICT programs for the Community Services Directorate (CSD). The position will also be the technical lead assisting CSD move to a mobile workforce through review of business processes and technical services. The ICT Team for the Community Services Directorate (CSD) is based in Nature Conservation House in Belconnen. We are an enthusiastic team of technical and operational staff supporting CSD business systems (including reporting services) as well as telecommunications, ICT assets and operational support.

Eligibility/Other Requirements: Prince 2 qualification is essential and an Agile PM qualification is desirable. ITIL Foundations V4 Certificate desirable. This is a Position of Trust Level 1 (PoT 1). An ACT Government CMTEDD Baseline clearance is required for this position. This position requires a pre-employment medical.

Note: This is a temporary position available until January 2020 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: We will expect a two page 'pitch' that demonstrates how your experiences will enable you to succeed in this role, along with the Application Coversheet, and a short Curriculum Vitae. Referee reports or contact details to be provided with your application. Applications to be sent to jobs@act.gov.au.
Contact Officer: Mick Sharp (02) 6207 1522 mick.sharp@act.gov.au

Workforce Capability and Governance

Public Sector Workplace Relations

Assistant Director Public Sector Workplace Relations

Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 13032)

Gazetted: 17 May 2019

Closing Date: 31 May 2019

Details: The Public Sector Workplace Relations Group is a small team which provides high level strategic and operational advice on whole-of-government industrial and workplace relations issues. The team is responsible for developing, negotiating and implementing enterprise agreements, related policies and processes, and for providing quality advice to the ACT Government and Directorates. This involves working closely with HR areas from across the public sector, as well as unions and other stakeholders. The Assistant Director requires a sound knowledge of employment conditions and industrial relations, and high level communication, research and analytical abilities. Good attention to detail is critical, as is a sound understanding of employment matters.

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

How to Apply: Applicants are requested to submit an Expression of Interest of no more than two pages addressing the Selection Criteria (contained in the attached position description), a current Curriculum Vitae and the contact details of two referees by the advertised closing date.

Contact Officer: Lena Lind (02) 6205 0695 lena.lind@act.gov.au

Economic Development

Cultural Canberra

Events ACT

Event Manager

Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 44190)

Gazetted: 21 May 2019

Closing Date: 6 June 2019

Details: Events ACT is seeking a down-to-earth, professional and highly experienced Event Manager with extensive relevant experience and a proven track record in event project management, leadership, people management and financial management. Being part of a dynamic and fast-paced team environment, the successful candidate will be highly motivated, reliable and trustworthy, willing and committed to contribute to a high performing team. They will have excellent presentation and communication skills, and will represent Events ACT positively and professionally in business discussions and commercial negotiations. Modelling the ACT Public Service Values and Signature Behaviours of Respect, Integrity, Collaboration and Innovation, the candidate will show initiative and lead by example. 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: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: If this sounds like you, then submit an application addressing the selection criteria outlined in the Position Description, provide a current Curriculum Vitae and details of two referees. Completed applications should be sent to jobs@act.gov.au

Contact Officer: Ross Triffitt (02) 6207 1383 ross.triffitt@act.gov.au

Shared Services ICT

Customer Engagement Services Branch

CMTEDD and PATOCS ICT

Assistant Director Operations

Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 04567, expected vacancy)

Gazetted: 22 May 2019

Closing Date: 5 June 2019

Details: Are you someone who has the ability establish rapport quickly and maintain effective relationships? Do you thrive in a fast-paced environment? Then this is your opportunity to work collaboratively with technical teams to drive and co-ordinate multiple projects, provide advice and deliver ICT support to a Directorate. Shared Services employs about 950 staff and provides tactical and transactional holistic ICT, Finance and Human Resources services to ACT Government Directorates. Shared Services ICT (SSICT) provides a comprehensive range of ICT and allied services to the Directorates. It delivers a modern ICT environment including cloud provision, data centres and an extensive optical-fibre voice and data network backed with high quality server and desktop support. SSICT also provides ICT project management, application development, and teams of staff co-located in directorate locations providing contextual advice and guidance as well as business system support services. What will you do? You will be responsible for managing multiple small IT projects or sub-projects and work tasks for CMTEDD and PATOCS agencies, delivering them in a timely and effective manner. You will bring your expert skills in relationship management to building rapport across teams within CMTEDD and PATOCS agencies, with the ability to influence senior staff and stakeholders. What you require? To be successful in this role you will have the ability to calmly manage conflicting priorities and deliver outcomes through effective change/project management. You will be client focussed with strong communication, negotiation and people skills enabling you to understand minor project requirements and deliver them. Your respectful and considerate team ethos and willingness to share knowledge will set you apart from the rest. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available for three months, with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months.

How to Apply: Please review the attached Position Description and apply by emailing the following documents to jobs@act.gov.au: a completed Application Coversheet, your current Resume, a two-page written response to support your application. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities as required.

Contact Officer: Samuel Alwenya (02) 6207 5237 samuel.alwenya@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

Housing ACT

Client Services

Tenant Experience

Manager Tenant Experience

Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 30728, several)

Gazetted: 20 May 2019

Closing Date: 3 June 2019

Details: Housing ACT is seeking Managers to join our Tenant Experience team. These positions are responsible for providing leadership and direction to staff, clients and stakeholders on a diverse and often complex range of issues related to providing support to public housing tenants. The duties of these positions include managing the day to day operations of a busy operational area, preparing reports and statistical analysis, responding to ministerial correspondence and developing and maintaining networks and collaborative working relationships with community service organisations. The successful applicants will need to demonstrate that they have strong management and leadership skills, the ability to think strategically in a busy operational environment and possess excellent interpersonal and communication skills. Community Services Directorate is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from

Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements: A Current Drivers Licence. Experience in using a range of IT business and office applications. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to: https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Desirable, but not essential, qualifications and experience: Relevant tertiary qualifications in Social Work, Community Development or a related field.

How to Apply: Please provide your resume, Application Coversheet and response to the Selection Criteria and send your application to jobs@act.gov.au.

Contact Officer: Alexandra Groves (02) 6207 0900 alexandra.groves@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.

Cultural Facilities Corporation

Canberra Museum and Gallery

Assistant Director, Exhibitions and Collections

Senior Professional Officer Grade C \$104,630 - \$112,626, Canberra (PN: 43228)

Gazetted: 20 May 2019

Closing Date: 3 June 2019

Details: Canberra Museum and Gallery is seeking a talented individual to manage the Exhibitions and Collections team in the role of Assistant Director, Exhibitions and Collections. The Exhibitions and Collections team is responsible for delivering programs and services to a range of audiences at Canberra Museum and Gallery. The Assistant Director manages this small team to develop and deliver the exhibition program and manage the collection at CMAG. The successful applicant will have demonstrated experience in the management and delivery of exhibitions to diverse audiences within a museum and/or gallery context. A demonstrated ability to manage collections, staff, budgets, competing tasks and work to deadlines is essential.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field are essential. A current driver's licence is essential.

Note: This position involves some physical activity and lifting.

How to Apply: Applicants must submit a written statement addressing the selection criteria and a current curriculum vitae.

Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email CFC.HR@act.gov.au

Contact Officer: Sophie Chessell 02 6207 9130 sophie.chessell@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

School Performance and Improvement

Tuggeranong Network

Calwell Primary School

Business Manager

Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 35614)

Gazetted: 20 May 2019

Closing Date: 3 June 2019

Details: Applications are sought for a highly experienced officer for the position of Business Manager Calwell Primary School. The successful candidate will manage the business aspects of a dynamic educational environment with high level responsibility for Human Resource, Finance, Risk and Directorate compliance management. The position requires high level knowledge and skills in management, systems design and implementation is essential, along with communication skills to ensure outstanding service delivery. The Business Manager is required to work in partnership with the principal to ensure the needs of the school community are met and system requirements are fulfilled. The successful applicant will engage as a member of the executive team. Further duties include developing policies and procedures relating to facilities management, and preparation of budgets, expenditure reviews, and financial returns. The Business Manager has the responsibility for supervising and developing administrative and education support officers.

Eligibility/Other Requirements: Mandatory 1) Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. Refer to: www.worksafe.act.gov.au/health_safety. 2) 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. Desirable: 1) Working knowledge of information management systems. 2) Current First Aid certificate or willingness to undertake appropriate training.

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

How to Apply: Applicants are required to submit four items: 1) ACT Government Application Coversheet; 2) statement of claims against specified Selection Criteria; 3) a current resume and 4) the names and contact details of two referees (one should be a current Supervisor/Manager).

Contact Officer: Linda Neeson (02) 6142 1900 linda.neeson@ed.act.edu.au

System Policy and Reform

Early Childhood Policy and Regulation

Children's Education and Care Assurance

Compliance Officer

Professional Officer Class 2 \$83,135 - \$95,146, Canberra (PN: 43973)

Gazetted: 17 May 2019

Closing Date: 30 May 2019

Details: Early Childhood Policy and Regulation (ECPR) is a branch of the ACT Education Directorate. Children's Education and Care Assurance (CECA) sits within ECPR and is the ACT Regulatory Authority administering legislation covering approved early childhood education and care services and licensed childcare services in the ACT. CECA is responsible for assessing quality under the National Quality Standard, for issuing approvals and waivers for providers and services, for monitoring and enforcing compliance and investigating matters under the National Law. The position involves undertaking compliance auditing and monitoring activities of approved education and care services and licenced services across the ACT.

Eligibility/Other Requirements: Qualifications and experience in Early Childhood Education and Care is required.

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

How to Apply: Applicants should submit a response to each selection criteria which demonstrates skills and experience relevant to the role. Applicants should also submit an Application Coversheet and a current Curriculum Vitae and the names and contact details of two referees. Interested applicants are encouraged contact the Contact Officer prior to submitting an application.

Contact Officer: Susan Sullivan (02) 6207 1093 susan.sullivan@act.gov.au

Business Services

Strategic Finance and Procurement

Strategic Finance

Senior Finance Officer

Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 33666)

Gazetted: 16 May 2019

Closing Date: 23 May 2019

Details: The Education Directorate is seeking applications from self-motivated accounting professionals with preparing financial and management accounting reports for internal and external stakeholders including monthly reports and advice, statistical returns and annual financial statements. The successful applicant will also be required assist in the budget development, costings and analysis of financial information. Well-developed organisational skills as well as ability to work under pressure, meet deadlines and consistently provide excellent customer service are also an advantage. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available until 10 April 2020. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications are sought from potential candidates and should include an Application Coversheet, a supporting statement of no more than two pages outlining experience and/or ability as per Selection Criteria and a current curriculum vitae. Applications should be sent to jobs@act.gov.au.

Contact Officer: Debra Narayan (02) 6205 5338 debra.narayan@act.gov.au

System Policy and Reform

Early Childhood Policy and Regulation

Children's Education and Care Assurance

Quality Assurance Officer

Professional Officer Class 2 \$83,135 - \$95,146, Canberra (PN: 43974, several)

Gazetted: 16 May 2019

Closing Date: 31 May 2019

Details: Early Childhood Policy and Regulation is seeking Quality Assurance Officers to work in partnership with education and care providers delivering positive outcomes for children and their families in education and care settings under the Education and Care Services *National Law (ACT) Act 2011 (National Law)*. Children's Education and Care Assurance (CECA) currently has various vacancies in the Quality Assurance team, ranging from a permanent vacancy to temporary 12 month leave backfill positions. CECA is a team within Early Childhood Policy and Regulation (ECPR), a branch of the ACT Education Directorate. CECA is the ACT Regulatory Authority administering legislation covering approved early childhood education and care services and licensed childcare services in the ACT. CECA is responsible for assessing quality under the National Quality Standard, for issuing approvals and waivers for providers and services, for monitoring and enforcing compliance and investigating matters under the National Law. The Quality Assurance Officers will undertake assessment and rating processes and compliance monitoring activities in accordance with the National Law. They will provide professional support and information on all aspects of education and care services to providers, educators, families and other stakeholders.

Eligibility/Other Requirements: Qualifications in Early Childhood Education and Care are required. Related qualifications may be considered.

Note: Successful applicants will be required to undertake Authorised Officer Training delivered by Australian Children's Education and Care Quality Authority (ACECQ). An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a response to each Selection Criteria which outlines skills and experience relevant to the position. Applicants should submit a current Curriculum Vitae and the names and contact details of two referees. Interested applicants are encouraged to contact the Contact Officer prior to submitting an application. Applications should be sent to jobs@act.gov.au.

Contact Officer: Susan Sullivan (02) 6207 1093 susan.sullivan@act.gov.au

Service Design and Delivery

Digital Strategy, Services and Transformation

Digital Business Support

Branch Support to the Executive Branch Manager

Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 38034)

Gazetted: 16 May 2019

Closing Date: 30 May 2019

Details: Working directly to the Executive Branch Manager (EBM) and Digital Business Support Manager, you will be joining a fast-paced environment in providing executive level support to the EBM and administrative support to the branch. You are committed and thorough, with the ability to work at a high level across a range of projects in an agile environment. You will be a strong communicator, approachable, flexible, with experience working in the public sector. Ideal candidates will be able to develop strong working relationships with people of all levels across the branch, the group and the Directorate, as well as liaising with external stakeholders. You can work collaboratively within a group, actively networking with others and engaging in varying types of feedback choosing the appropriate time and ensuring the discussion sticks. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: In two pages or less tell us: why you want the role; what you would bring to the role and what you would get out of it; and describe an achievement that you are most proud of. Please provide an Application Coversheet and a current resume including two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past Supervisor. You should also be aware you may be asked to provide further referees. Applications should be sent to jobs@act.gov.au.

Contact Officer: Kirri Robinson (02) 6205 3171 ebm.dsst@act.gov.au

Business Services

People and Performance

Workplace Relations

HR Officer

Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 38081, several)

Gazetted: 21 May 2019

Closing Date: 28 May 2019

Details: The People and Performance branch within the Education Directorate have embarked on a HR transformation journey, to enhance the delivery of Human Resources (HR) services to the Directorate. To support the delivery of HR, we are seeking applications from suitably skilled individuals to join our team. A positive attitude is a must, as well as the ability to be flexible and adaptable to meet the ongoing demands of the branch. You will have amazing administrative skills, sound communication skills and be ready to hit the ground running in a fast paced yet vibrant environment.

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

How to Apply: Applicants are required to provide a current Curriculum Vitae along with a one page pitch outlining their skills, experience and suitability based on the "Professional/Technical skills and knowledge" as set out in the Position Description. Applications should be sent to jobs@act.gov.au.

Contact Officer: Bec Nicholls (02) 6207 2616 bec.nicholls@act.gov.au

School Performance and Improvement

North/Gungahlin Network

Palmerston District Primary School

Classroom Teacher - Year 2 and Year 3

Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 18696, several)

Gazetted: 17 May 2019

Closing Date: 31 May 2019

Details: Palmerston District Primary School is a P-6 School situated in Gungahlin, with an enrolment of approximately 730 students. Our school has a vibrant community who work together to provide high quality outcomes for students. Our school hosts the Gungahlin Introductory English Centre and is home to a Learning Support Unit and a Learning Support Centre - fully integrated. Through our PRIDE and Positive Behaviour for

Learning (PBL) values, we are a collaborative team, driven to ensure our school is a place where students love to learn. Priority areas include collaborative planning and providing differentiated learning opportunities to meet all students' needs through equity, diversity, and inclusive practices. The successful teacher will love teaching; possess a growth mindset, high level expertise in the teaching of literacy and numeracy as well as a commitment to student wellbeing, contemporary pedagogy across all learning and building a STEM philosophy. An opportunity exists for two primary trained teachers to join the Year 2/3 team. We welcome a teacher who displays a vibrant synergy to work collaboratively within teams. The successful Teacher confidently uses the Australian Curriculum to plan and differentiate the teaching, learning and assessment cycle.

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: 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 provide a resume, Applications Coversheet and Selection Criteria.

Applications should be sent to jobs@act.gov.au.

Contact Officer: Kate Smith (02) 6142 1440 kate.smith@ed.act.edu.au

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

School Performance and Improvement

North and Gungahlin Network

Lyneham Primary School

Classroom Teacher

Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 35778)

Gazetted: 20 May 2019

Closing Date: 3 June 2019

Details: Lyneham Primary School is a Preschool-6 School situated in the North of Canberra. The School has a strong community who work together to provide high quality outcomes for students. Key focuses include, student wellbeing, literacy development, maths and inquiry learning. The School is committed to collaborative planning and providing differentiated learning opportunities to meet all students' needs. An opportunity exists for a dynamic and collaborative primary trained teacher to join us in the year 5/6 area of the school. Desired areas of strength include an understanding of inquiry learning, differentiation, formative and summative assessment and the desire to work collaboratively within a team. The successful applicant should have experience with the Australian Curriculum and using the Achievement Standards to plan the teaching, learning and assessment cycle. Lyneham Primary operates with a multi-age model from year 1-6.

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

How to Apply: Please submit your Curriculum Vitae, statement of claims based on the capabilities outlined in the Position Description (maximum two pages) and Application Coversheet with three referees. Please see the Position Description for further information. Applications should be sent to jobs@act.gov.au.

Contact Officer: Annamaria Zuffo (02) 6142 1720 annamaria.zuffo@ed.act.edu.au

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

School Performance and Improvement

Belconnen Network

Mount Rogers Primary School

Kindergarten Teacher

Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 25335)

Gazetted: 21 May 2019

Closing Date: 4 June 2019

Details: Mount Rogers Primary School is a Preschool to Year 6 School in the Belconnen area with an enrolment of approximately 600 students. As a PBL school we are committed to developing a positive, safe and supportive learning culture. Mount Rogers Primary School is seeking a highly motivated and innovative teacher to work collaboratively in our Early Childhood team. The successful applicant will have a solid understanding of how to support the academic, social and emotional development of students with a range of needs. Knowledge of and experience with Investigations and/or inquiry-based learning are highly desirable. Explicit teaching in literacy and numeracy, and the routine use of objective evidence is central to this role, and inform our response to intervention approach. A willingness and the capacity to work in a highly collaborative team with a focus on team planning is essential.

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

How to Apply: Expressions of Interest are sought from potential candidates and should include: an Application Coversheet, a supporting statement of no more than two pages outlining experiences and/or ability in the job description and Australian Professional standards for Teachers; contact details for three referees; and Curriculum Vitae of no more than two pages.

Applications should be sent to jobs@act.gov.au.

Contact Officer: Felicity Levett (02) 6142 2750 felicity.levett@ed.act.edu.au

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

School Performance and Improvement

Belconnen

Hawker Primary School

Executive Assistant

School Assistant 4 \$63,754 - \$69,033, Canberra (PN: 44123)

Gazetted: 17 May 2019

Closing Date: 27 May 2019

Details: Hawker Primary School is seeking a highly motivated person to fill the position of Executive Assistant and Administrative Support Officer. The successful applicant will work closely with the Principal, Business Manager and the School Executive undertaking various administrative duties. The successful applicant will possess excellent organisational, communication and customer service skills and must have the ability to work within a dynamic work environment with competing demands. The successful applicant will effectively and accurately enter data, produce records/reports and provide administrative support to staff. High level interpersonal skills will enable productive and supportive liaison with students, families and staff. The successful applicant will be an integral and flexible member of a collaborative administrative team.

Eligibility/Other Requirements: Mandatory: Must have current ACT Working with Vulnerable People (WWVP) Registration. Highly Desirable: Knowledge of MAZE and SAS systems; Knowledge of school office practices and procedures; Knowledge of Microsoft Office packages. Desirable: First Aid Certificate or a willingness to undertake appropriate training; and Certificate IV or equivalent e.g. Business Administration, Government (School Support Services), Government.

How to Apply: Interested applicants are asked to send the Application Coversheet, resume, Statement Addressing the selection criteria and contact details for two referees available for phone reports.

Notes: This is a temporary vacancy with the possibility of permanency. Selection may be based on application and referee reports only.

Contact Officer: Delys Lloyd (02) 6142 2661 delys.lloyd@ed.act.edu.au

School Performance and Improvement

Tuggeranong Network

Gordon Primary School

Deputy Principal

School Leader B \$136,828, Canberra (PN: 43287)

Gazetted: 16 May 2019

Closing Date: 28 May 2019

Details: Gordon Primary School is looking to fill the role of the Deputy Principal. As a senior member of the school leadership team assist the principal in discharging the principal's responsibilities to the students, parents and community, teaching and support staff, and provide general administrative support throughout the school, including deputising for the principal as required, as coordinator of a flexible leadership sub-team, provide leadership in school improvement foci through intentional collaboration with Directorate personnel, schools in the Lanyon Cluster and the Tuggeranong Network, provide leadership across the school within a Choice Theory ethos and in accordance with the School Plan; in particular in implementation of the Quality Teaching Framework, integrated curriculum based on the Learning by Design Framework and the Australian Curriculum, cooperative learning, personalised learning, Response to Instruction (RTI), Digital Technologies, endorsed literacy and numeracy programs, evidence based spirals of inquiry, Lanyon Cluster and Tuggeranong Network projects, provide leadership in, and accept responsibility for; student management and welfare, co-ordination of assigned professional learning teams, coaching, mentoring, co-ordination of probationary Teachers, Teachers on contract and student Teachers, promote positive school and community relations, parent involvement and liaison with other sectors and schools within the Lanyon Cluster, Tuggeranong Network and the ACT Education Directorate and teach an appropriate load and undertake teaching tasks and other duties.

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

How to Apply: Please submit your Curriculum Vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and Application Coversheet with two referees.

Applications should be sent to jobs@act.gov.au

Contact Officer: Murray Bruce (02) 6142 2530 murray.bruce@ed.act.edu.au

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

School Performance and Improvement

Belconnen Network

Canberra High School

Deputy Principal

School Leader B \$136,828, Canberra (PN: 04118)

Gazetted: 20 May 2019

Closing Date: 3 June 2019

Details: Canberra High School is seeking to fill the role of Deputy Principal. The successful applicant will assist the Principal to manage the human, financial and physical resources of the school/section to achieve optimal social and educational outcomes for all students; support the Principal to develop and achieve whole school strategic goals and implement the new school plan; support the Principal to establish and maintain positive and collaborative relationships with students, staff, parents/carers and stakeholder groups in the wider community; shape the positive image of the school in the broader community and ensure that the school values are embedded in school culture and celebrated and play a leading role in the Executive team and cultivate productive working relationships within the school community on a day to day basis.

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

How to Apply: Please submit your Curriculum Vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and Application Coversheet with two referees.

Applications should be sent to jobs@act.gov.au

Contact Officer: Samara Chisholm (02) 6142 0800 samara.chisholm@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.

System Policy and Reform

ACT Board of Senior Secondary Studies

Office of the Board of Senior Secondary Studies

Technical Adviser

School Leader B \$136,828, Canberra (PN: 30452)

Gazetted: 22 May 2019

Closing Date: 5 June 2019

Details: The ACT Board of Senior Secondary Studies (ACT BSSS) is a statutory authority responsible for the certification of Senior Secondary School studies in government and non-government schools in the Australian Capital Territory. The successful applicant will be a motivated and dynamic School Leader seeking to join the Office of the Board of Senior Secondary Studies as the Technical Adviser working within a culture of high performance, collaboration and innovation. The Technical Adviser will demonstrate a deep understanding of the ACT Certification System (ACS) database and the Policy and Procedures of the BSSS providing expert technical leadership and advice to the broad range of stakeholders.

Eligibility/Other Requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. 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. IT qualifications and/or extensive experience with IT, VET and the ACS database are essential.

How to Apply: Please submit your Curriculum Vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and Application Coversheet with two referees to jobs@act.gov.au

Contact Officer: Martin Watson (02) 6205 7162 martin.watson@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.

School Performance and Improvement

South and Western Network

Telopea Park School

Executive Teacher Years 1 -3 DECO K-6

School Leader C \$117,515, Canberra (PN: 32230)

Gazetted: 21 May 2019

Closing Date: 4 June 2019

Details: Telopea Park School is seeking to fill the role of Executive Teacher Years 1 -3 Disability Education Coordination Officer (DECO) K-6. The successful candidate will have the ability to communicate in French and English with students, staff and parents; lead curriculum development and pedagogy in Mathematics, K-6, using a binational curriculum; understanding of, and experience in, Disability education and the National Consistent

Collection of Data (NCCD) process and compliance; administration and diagnosis of Performance Indicators in Primary Schools (PIPS) data; expertise in student management, K-6; overseas Learning Support Assistants. Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

How to Apply: Please submit your Curriculum Vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and Application Coversheet with two referees.

Applications should be sent to jobs@act.gov.au

Contact Officer: Kerrie Blain (02) 6142 3350 kerrie.blain@ed.act.edu.au

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

School Performance and Improvement

South and Western Network

Telopea Park School

School Leader C Differentiation Support Officer

School Leader C \$117,515, Canberra (PN: 44188)

Gazetted: 21 May 2019

Closing Date: 4 June 2019

Details: Telopea Park School is a K-10 bi-national school. There are currently 1432 students and 145 members of staff. The secondary sector is an International Baccalaureate World School utilising the Middle Years Program. The school is seeking a dynamic School Leader C – Differentiation Support Officer Years 7-10 with the key role of providing leadership of individual learning plans (ILPs) to support student learning. This will support the school to achieve the goals of the school's Strategic Plan.

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: This is a temporary position available from 22 July 2019 until 26 January 2020 with the possibility of extension.

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages addressing the three leadership capabilities of Professional Practice of Leading Teaching and Learning, Developing Self and Others and Engaging and working with the Community. This should outline your experience and/or ability in the above areas, contact details of at least two referees, a current curriculum vitae and an Application Coversheet. Applications should be sent to jobs@act.gov.au.

Contact Officer: Peter Clayden (02)6142 3388 peter.clayden@ed.act.edu.au

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

Service Design and Delivery

Learning and Teaching

Aboriginal and Torres Strait Islander Education

Cultural Integrity and Curriculum Project Officer

School Leader C \$117,515, Canberra (PN: 44154)

Gazetted: 22 May 2019

Closing Date: 5 June 2019

Details: Suitably qualified and experienced officers are invited to submit an application for the temporary School Leader C position, Cultural Integrity and Curriculum Project Officer with the Aboriginal and Torres Strait Islander

Education Section in the Learning and Teaching Branch. Under limited direction and in accordance with Directorate policies and processes, the successful applicant will: Lead and manage the strategic planning and implementation of professional learning and curriculum projects to embed the Aboriginal and Torres Strait Islander Histories and Cultures Cross Curriculum Priority of the Australian Curriculum across all subject areas and year levels; Collaborate across the Education Support Office and with schools to co-design, lead and deliver curriculum projects in schools including the development of localised resources to support Cultural Integrity in ACT public schools; Provide expert, timely advice to Directorate senior executive and the Minister through high quality briefing papers, project plans, reports and written submissions; Maintain positive and respectful relationships with students, staff, parents/carers and stakeholder groups in the wider community; Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). A current registration issued through Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This is a temporary position available until 19 December 2019. Selection may be based on written application and referee report only. This is an office-based position and standard ACTPS conditions apply.

How to Apply: Applicants need to submit an expression of interest comprising an Application Coversheet, a current Curriculum Vitae, the names and contact details of two referees and a supporting statement of no more than two pages. The supporting statement should address the capabilities listed below and be written with a focus on the job description specified for the position. Leading, learning and teaching. Leading improvement, innovation and change. Leading the management of the school Joint Selection Committee Process

Contact Officer: Beth Craddy (02) 6205 9195 beth.craddy@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.

System Policy and Reform

Analytics and Evaluation

Assistant Director - Surveys and Evaluation

Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 00138)

Gazetted: 20 May 2019

Closing Date: 3 June 2019

Details: Education is seeking to fill the role of Assistant Director - Surveys and Evaluation. The successful applicant will provide evaluation advice for the provision of educational and organisational issues; undertake the preparation of complex and/or sensitive written materials; represent the Directorate on evaluation working groups; monitor the impact of Directorate policy and programs; prepare responses to more complex correspondence and actively contribute to the development of the Directorate's educational strategies and priorities assist in the delivery of system wide policies and programs.

Eligibility/Other Requirements: Advanced knowledge of statistical software, especially Statistical Package for the Social Sciences (SPSS), Excel and Microsoft Access/ Structured Query Language. Experience with the analysis of large longitudinal data sets.

Note: This is a temporary position available from 08 July 2019 until 31 January 2020.

How to Apply: Interested applicants please send the following documents: 1) ACT Government Application Coversheet, including contact details of two referees; 2) Curriculum Vitae; and 3) a two-page statement addressing the Selection Criteria, including key examples to jobs@act.gov.au

Contact Officer: Jasmin Kientzel (02) 6205 2601 jasmin.kientzel@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.

Environment, Planning and Sustainable Development

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

**Business, Governance and Capability
People and Capability**

Work, Health Safety and Wellbeing

Workplace Support Advisor

Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 43009)

Gazetted: 20 May 2019

Closing Date: 3 June 2019

Details: Environment, Planning and Sustainable Development Directorate (EPSDD) is seeking an experienced Work, Health and Safety (WHS) professional to join the People and Capability Branch as our Workplace Support Advisor. The position will operate as part of a small outcomes focused team that performs a broad range of strategic Human Resources functions for the Directorate. The successful applicant will have proven compensable and non-compensable case management experience and knowledge, with a strong focus on early intervention. The role is responsible for assisting with the development and implementation of the Health and Wellbeing program for the Directorate. EPSDD 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: Mandatory qualifications in Occupational, Health and Safety or related field.

Desirable – Early Intervention skills and compensable and non-compensable case management experience and knowledge.

Note: This is a temporary position available asap until 11 November 2019 with possibility of extension of up to less than 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a two page pitch to outline their knowledge and skills against the criteria, along with the Application Coversheet, and a Curriculum Vitae. Applications should be sent to jobs@act.gov.au

Contact Officer: Bec Smith (02) 6207 4094 bec.smith@act.gov.au

Sustainability and the Built Environment

Climate Change and Sustainability

Carbon Neutral Government

Program Officer

Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 04359)

Gazetted: 17 May 2019

Closing Date: 4 June 2019

Details: An opportunity exists for a motivated person with a passion for delivering great service and working with data. The Carbon Neutral Government team is looking for a flexible, responsive, collaborative and self-directed officer who is motivated to work within in a fast paced environment. The successful applicant will be responsible for delivering a high quality service to ACT Government stakeholders and coordinating administration of the Enterprise Sustainability Platform (a Whole of ACT Government database containing energy, water and fuel consumption, cost and emissions data). This will include setting up and maintaining data, improving data management processes, assisting ACT Government agencies in accessing, analysing and reporting data, developing and administering user training workshops, and administering the platform for the ACT. This position requires stakeholder management skills, experience working with complex datasets and an ability to effectively communicate information.

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

How to Apply: Please send the Application Coversheet, your written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details. Applications should be sent to jobs@act.gov.au.

Contact Officer: Paul Sutton (02) 6207 0270 paul.sutton@act.gov.au

Environment

Conservation Research

CEMP Analysis and Reporting Officer

Professional Officer Class 2 \$83,135 - \$95,146, Canberra (PN: 39140)

Gazetted: 22 May 2019

Closing Date: 5 June 2019

Details: Would you like to work in a dynamic science team in the Environment Division of ACT Government? We are looking for a committed, enthusiastic person to contribute to analysis and reporting against ecosystem monitoring plans within the Conservation Effectiveness Monitoring Program (CEMP). The successful applicant will be responsible for collation, analysis and interpretation of relevant datasets from various sources within the ACT Government as well as community groups to inform indicators and metrics in the CEMP ecosystem monitoring plans. The role requires production of written technical reports and extensive liaison with Ecologists, Researchers and Land Managers. The role is primarily office-based work but may occasionally be required to undertake ecological fieldwork in remote locations and under adverse weather conditions.

Eligibility/Other Requirements: A minimum of Bachelor-level university degree in a field of Botany, Zoology, Environmental Management or Biological Science, preferably including studies in ecology and conservation of terrestrial ecosystems. A current manual driver's licence. Willingness to undertake field work, work independently in remote locations, outside normal hours and in adverse weather conditions. Current Senior First Aid Certificate is desirable (or a willingness to undertake training) as First Aid will be mandatory for field work. Other eligibility criteria are outlined in the selection documentation.

Note: This is a temporary position available from 1 August 2019 to 30 June 2022 with the possibility of extension. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please email to jobs@act.gov.au: an Application Coversheet, a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Contact Officer: Julian Seddon (02) 6207 7757 julian.seddon@act.gov.au

Environment

Parks and Conservation Service

Parks, Reserves and Rural Land

Field Supervisor

General Service Officer Level 8 \$66,850 - \$70,639, Canberra (PN: 41761)

Gazetted: 22 May 2019

Closing Date: 3 June 2019

Details: Parks and Conservation Service (PCS) is a Branch within Parks and Territory Services Division responsible for planning and management of parks and reserves. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and reserves. This role represents an exciting opportunity to lead a small team of field staff in the maintenance and on ground land management activities across Namadgi National Park. The successful applicant will be required to coordinate works programs with minimal supervision in a remote location. The position calls for a high degree of team supervisory skills, self-motivation, drive and enthusiasm.

Eligibility/Other Requirements: Willingness to undertake incident management duties, work a shift roster, work at any location throughout the reserve estate. All applicants are required to hold a current manual drivers licence. Applicants would be expected to communicate effectively, wear a uniform and undergo regular structured training.

Note: This position is classified as a Designated Fire Position under the Environment, Planning and Sustainable Development Collective Agreement. An order of merit will be established from this selection process and may be used to fill future identical permanent, temporary and long term acting positions vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please email to jobs@act.gov.au: an Application Coversheet, a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Contact Officer: Iain Campbell-Smith (02) 6205 9354 iain.campbell-smith@act.gov.au

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>

Clinical Services

Cancer and Ambulatory Support

Clinical Haematology

Registrar

Registrar \$98,704 - \$123,327, Canberra (PN: TBA)

Gazetted: 23 May 2019

Closing Date:

Canberra Hospital is a busy tertiary hospital in the nation's capital that provides high quality, comprehensive health care to the people of the Australian Capital Territory (ACT) and surrounding regions of New South Wales. It is the principal teaching facility of the Australian National University Medical School and the ANU rural clinical school. Canberra is also the home of excellence in research with the world class John Curtin School of Medical Research (JCSMR). Canberra Hospital is a 500 bed institution and provides services in Haematology, Oncology, Radiation Oncology, Cardiology, Endocrinology, Gastroenterology, General Medicine, Geriatrics, Infectious Diseases, Immunology, Neonatology, Nephrology, Neurology, Obstetrics & Gynaecology, Paediatrics, Paediatric Surgery, Psychiatry, Pathology, Respiratory Medicine, General Surgery, Cardiothoracic Surgery, Neurosurgery, Urology, Emergency Medicine, Anaesthetics, ICU, Hospital in the home and Medical Imaging. It also has medical (MAPU) and surgical (SAPU) short stay units. Solid organ transplantation is not provided. The clinical haematology service provides a substantial inpatient and outpatient management for malignant and non-malignant patients including autologous stem cell transplantation and therapeutic plasma exchange. We provide a vital consultative haematology service to other specialities and external hospitals such as Calvary Hospital (Bruce, ACT), private hospitals and rural hospitals as well as to general practitioners. There is an active and dedicated clinical trials program. There is a strong teaching and professional development focus within the unit. The department has strong collaborative links with the department of Cancer Biology and Therapeutics at the John Curtin School of Medical Research, Australian National University. From 2018, there will be a 3-4 month rotation to Orange Health Service which is a 270 bed major non-metropolitan referral hospital and the Central West Cancer Care centre. This rotation will allow extension of clinical and diagnostic haematology skills in the rural setting, participation in the lymphoma multidisciplinary meetings teleconferenced with Westmead and Nepean hospital, a weekly outreach clinic in Bathurst, involvement in clinical trials and participation in inpatient care as well as a rurally focussed research project. Haematology conference participation will be supported from Orange Base Hospital. There will be supervision from on-site haematologists and there will be teaching opportunities to junior medical staff. The majority of our haematologists are accredited by RACP and RCPA and have a keen interest in post graduate education and training. The unit has 10 haematologists, 5 advanced trainees, 2 basic trainees and 2 junior medical officers. All trainees participate in the general medical after-hours roster and an on call haematology roster on weekends in conjunction with the on call consultant. Trainees will participate in outpatient clinics as well as outreach clinics under supervision of a consultant in regional centres in SE NSW and Calvary Hospital, Bruce, ACT. Development of a clinical or laboratory research project is strongly encouraged.

Eligibility/Other Requirements: Be registered with the Australian Health Practitioner Regulation Agency (AHPRA).

Contact Officer: Dr Maya Latimer (02) 5124 8514 maya.latimer@act.gov.au Applications can be forwarded to:

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

Justice and Community Safety

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

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

ACT Corrective Services

Corporate Services

People and Culture

Rostering Administration Officer

Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 45999)

Gazetted: 16 May 2019

Closing Date: 23 May 2019

Details: ACT Corrective Services is looking for an enthusiastic, motivated and conscientious person to fill the position of Rostering Administration Officer in the People and Culture Unit. The successful applicant will be required to provide human resources administration support to ensure effective and efficient rostering operations, including managing and maintaining accurate records and documentation for all staffing/payroll matters, management of unplanned leave and roster shortfalls and implementing change and software enhancements, errors, corrections and upgrades. In addition, you will liaise with administrative, custodial staff and other relevant individuals and provide advice on staffing matters that may arise and maintain a working knowledge of relevant industrial agreements, and agency specific policy and procedures. Further to this, you will be expected to communicate clearly with a diverse workforce, and maintain effective working relationships with internal and external 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: Demonstrated experience in the use and/or administration of an online rostering system, Human Resource Management, or related fields would be highly desirable. Demonstrated computer literacy with experience in the use of Windows based computer applications.

Note: This is a temporary position available for six months with possibility of extension up to 12 months. The successful candidate may be required to undergo a Police Check.

How to Apply: Applicants are required to submit four items: 1) ACT Government Application Coversheet; 2) statement of claims against specified Selection Criteria; 3) a current resume; and 4) the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all four items to jobs@act.gov.au.

Contact Officer: Natalie Kalajic (02) 6205 9585 natalie.kalajic@act.gov.au

Law Courts and Tribunal

Magistrates Court

Coroners Court/Forensic Medicine Centre

Senior Mortuary Technician

Technical Officer Level 3 \$72,017 - \$81,387, Canberra (PN: 39292)

Gazetted: 21 May 2019

Closing Date: 18 June 2019

Details: The ACT Forensic Medicine Centre (FMC), which is part of the ACT Courts and Tribunal, is seeking a Mortuary Technician. The role of the Mortuary Technician is to assist the Mortuary Manager with the day to day duties of the FMC which includes administrative work, admitting and releasing bodies and preparing bodies for viewings. The role also involves working in theatre as part of a team during coronial autopsies and other post mortem examinations. Theatre duties will involve preparing bodies for autopsy, taking of toxicological samples, removal of organs, reconstruction of bodies and cleaning. The role is physically and emotionally demanding, and applicants need to be aware that they will be exposed to deceased bodies on a daily basis and also have regular contact with grieving families. The ACT Courts and Tribunal is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal and Torres Strait Islander background, and/or People with Disability, to apply.

Note: This is a permanent part-time position available at 22:05 hours (three days per week) and the full-time salary noted above will be paid pro-rata. Additional casual roles for primarily theatre work may be advertised at a later

date. 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 a Curriculum Vitae, Application Coversheet, contact details of at least two referees and a covering letter (maximum two pages) addressing the Selection Criteria by telling us how your skills, experience and ability makes you the best person for this job opportunity. Highlight any specific examples or achievements that will demonstrate your ability to perform the role and try not to duplicate information that can already be found in your resume.

Applications should be sent to jobs@act.gov.au

For information on the ACT Courts and Tribunal please visit: www.courts.act.gov.au

Contact Officer: Doug Sawtell (02) 6205 5545 doug.sawtell@courts.act.gov.au

ACT Emergency Services Agency

Risk and Planning

Communications Centre

Emergency Dispatcher

Ambulance Support Officer 2 \$59,229 - \$62,549, Canberra (PN: 36192, several)

Gazetted: 16 May 2019

Closing Date: 6 June 2019

Details: The ACT Emergency Services Agency (ESA) is recruiting additional Emergency Dispatchers for employment in the ESA Communications Centre (ComCen). The ESA ComCen is a 24 hour per day, seven day per week capability responsible for the initial receipt, triage and resource allocation to requests for emergency, non-emergency and aero-medical tasking on behalf of the ACT Ambulance Service, ACT Fire and Rescue, ACT State Emergency Service and ACT Rural Fire Service. The ComCen co-ordinates the dispatch of available emergency resources to meet community demand in an effective efficient manner and maintains complete records of all events of the ComCen's activities. Emergency Dispatchers will work within the ESA ComCen. Emergency Dispatchers monitor, assign and coordinate emergency service resources to meet requests for assistance from members of the public and external agencies. These requests are generally received by an Emergency Call Taker, and then passed to the Emergency Dispatcher for prioritisation and resource allocation.

Applicants should also note that the ESA is currently consulting on proposed changes to business practices and staffing models in the ESA ComCen which may lead to an expansion in scope of current duties'.

Eligibility/Requirements: Certificate IV in Ambulance Communications (Dispatch), or Certificate III in Ambulance Communications (Call Taking) with a minimum of 12 months experience as an Emergency Call Taker, and ability to complete the Certificate IV within 12 months. Experience in the use of the Capita Vision product will be highly regarded. This is a Position of Trust and security clearance checks may be conducted. Successful applicants will be required to obtain a Working with Vulnerable People Check and National Police Records Check. Applicants may refuse to undertake the checks however an offer of employment will not be made. Applicants may need to undergo a touch-typing test, to demonstrate typing skills of thirty (30) words per minute with an accuracy of ninety-five percent (95%). The definition used for touch-typing is to engage in typing without having to look at the keyboard, the fingers having been trained to locate the keys by position. Note validation of typing speed and accuracy will be necessary to progress to interview. ESA uses the typing test at <http://www.typingtest.com>. There are many commercial and on-line typing programs applicants can use to improve their skills to the required level.

Psychometric Testing: Psychometric testing may be used in assessing a candidate's suitability.

Note: Emergency Dispatchers undertake shift work, and the roster includes weekends, public holidays, early AM and late PM commencement times. This position will work a 12/12 roster pattern. Successful applicants who do not already possess the Certificate IV in Ambulance Communications (Dispatch) will be permanently employed at the Ambulance Support Officer Level 2, with on-going employment subject to successful completion of the qualification within 12 months. Should such an employee fail to attain the Certificate IV Ambulance Communication and they had previously been employed as an Ambulance Support Officer 1 they will revert to an Ambulance Support Officer 1.

Orders of Merit: 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 should submit: An Application Coversheet. A two to three page statement of claims, outlining how you meet the Behavioural Capabilities, Professional/Technical skills and knowledge components of the role outlined in the Position Description. Current Resume.

All applications to be sent to jobs@act.gov.au.

Contact Officer: Peter Le Lievre (02) 6205 9606 peter.leLievre@act.gov.au

ACT Emergency Service Agency

Risk and Planning

Communications Centre

Emergency Call Taker

Ambulance Support Officer 1 \$54,949 - \$58,394, Canberra (PN: 40103, several)

Gazetted: 16 May 2019

Closing Date: 13 June 2019

Details: The ACT Emergency Services Agency is recruiting additional Emergency Call Takers for employment in the ESA Communications Centre (ComCen). The ESA ComCen is a 24 hour per day, seven day per week capability responsible for the initial receipt, triage and resource allocation to requests for emergency, non-emergency and aero-medical tasking on behalf of the ACT Ambulance Service, ACT Fire and Rescue, ACT State Emergency Service and ACT Rural Fire Service. The ComCen co-ordinates the dispatch of available emergency resources to meet community demand in an effective efficient manner and maintains complete records of all events of the ComCen's activities. Emergency Call Takers work within the ESA ComCen. Emergency Call Takers manage each in-coming call to the ComCen. This includes assessing the nature of the call, determining the appropriate manner to progress the call and prioritising the call accordingly. The Emergency Call Taker ensures that priority is given to answering E000 calls and that all other calls are answered promptly. Calls received by the Emergency Call Taker may include E000 calls from the public requesting emergency assistance, calls from other organisations to seek or provide information or advice concerning services and general enquiries from the public relating to the business of the ESA.

Applicants should also note that the ESA is currently consulting on proposed changes to business practices and staffing models in the ESA ComCen which may lead to an expansion in scope of current duties'.

Eligibility/Other Requirements: Certificate III in Ambulance Communications (Call Taking) or the ability to complete the Certificate IV within 12 months.

Psychometric Testing: Psychometric testing may be used in assessing a candidate's suitability.

Note: Emergency Call Takers undertake shift work, and the roster includes weekends, public holidays, early AM and late PM commencement times. This position will work a 12/12 roster pattern. Successful applicants who do not already possess the Certificate III in Ambulance Communications (Call Taking) will be employed at the Ambulance Support Officer Level 1 classification. On-going employment will be subject to successful completion of the qualification within 12 months. This is a Position of Trust and security clearance checks may be conducted. Successful applicants will be required to obtain a Working with Vulnerable People Check and National Police Records Check. Applicants may refuse to undertake the checks however an offer of employment will not be made. Applicants will need to undergo a touch-typing test, to demonstrate typing skills of thirty (30) words per minute with an accuracy of ninety-five percent (95%). The definition used for touch-typing is to engage in typing without having to look at the keyboard, the fingers having been trained to locate the keys by position. Note validation of typing speed and accuracy will be necessary to progress to interview. ESA uses the typing test at <http://www.typingtest.com>. There are many commercial and on-line typing programs applicants can use to improve their skills to the required level.

How to Apply: Applicants should submit: A completed Shared Services Recruitment Application Coversheet, two to three page statement of claims, outlining how you meet the Behavioural Capabilities, Professional/ Technical skills and knowledge components outlined in the Position Description. Copy of your Working with Vulnerable People card, or application for WWVP card. Current Resume.

All applications to be sent to jobs@act.gov.au.

Orders of Merit: 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.

Contact Officer: Peter Le Lievre (02) 6205 9606 peter.leLievre@act.gov.au

ACT Corrective Service

Custodial Operations

Trainee Correctional Officer

Correctional Officer Trainee \$44,421 (Trainee Salary) \$60,694 - \$72,377 (salary only after successful completion of Training), Canberra (PN: 11350, several)

Gazetted: 20 May 2019

Closing Date: 17 June 2019

Details: ACT Corrective Services, Canberra, is looking for people with demonstrated life experience, personal integrity, self-confidence and exceptional communication skills to become Correctional Officers. An interest in community safety, the ability to operate effectively in a team, as well as having the capacity to deal with people from a wide range of cultures and backgrounds, is essential. We are keen to hear from women and from Aboriginal and Torres Strait Islander people. Successful applicants will receive a training salary for the first eight weeks (\$44,421). The starting salary following this training period will range between \$60,694 - \$72,377 per annum, plus superannuation and the potential for allowances. The initial training will provide you with the knowledge and skills to prepare you for the role of a Correctional Officer. The training program is a combination of classroom based theory, challenging practical activities/scenarios and on the job placements. You will complete the training with a genuine sense of accomplishment and confidence. You will also be supported to complete a fully funded, nationally recognised Certificate III in Correctional Practice during your first 12 months. 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: Candidates who successfully complete each stage will undergo a medical assessment and a police check 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 upon commencement of the Training Course. Permanent and casual officers will be required to complete a Certificate III in Correctional Practice within the first 12 months. To be eligible for this recruitment process and permanent appointment, you must be an Australian citizen or a permanent resident of Australia (includes New Zealand citizens). This is not a requirement for casual employment. A current driver's licence is also required. Current Correctional Officers of ACT Corrective Services will be required to undertake each stage of the recruitment process, including psychometric assessment; however, progression from one stage to the next is not assured and will depend on performance compared to all other candidates, including external candidates, assessed at each stage.

Note: There are several full time and casual opportunities available. All vacancies are located in Canberra. ACT Corrective Services will be hosting two information evenings for people interested in learning more about these opportunities. Senior ACT Corrective Services staff will team up with current Correctional Officers to talk about what it is like to work in a correctional environment. There will be plenty of opportunities to ask lots of questions. There will also be discreet opportunities to learn more about careers in corrections for women, young people and people from diverse backgrounds, as well as details about the training. NORTHSIDE: 18:00 – 19:30, Monday 3 June 2019, Eastlake, Gungahlin. SOUTHSIDE: 18:00 – 19:30, Tuesday 4 June 2019, Hellenic Club, Woden. REGISTRATION: You must register to attend one of the information evenings. Please telephone (02) 6205 9585 or email BSWDT@act.gov.au. For more information, please see the Frequently Asked Questions document available on the ACT Government jobs website.

How to Apply: Applicants are required to submit five items: 1) ACT Government Application Cover Sheet; 2) statement addressing the Selection Criteria; 3) a current resume; 4) the names and contact details of two referees; and 5) a copy of your Driver's Licence. Please ensure you submit all five items. Ideally, one of the referees should be a current supervisor. Candidates who are not currently working may use an immediate past supervisor. Candidates who are self-employed may use two customers to whom they have provided a service in the last 18 months. The recruitment process takes approximately three months. There are four stages to this recruitment process: 1) initial application assessment; 2) psychometric (psychological aptitude) testing (please note, we are unable to provide feedback about the results of the psychometric test); 3) interview; and 4) referee assessment. You will be notified if you do not progress from one stage to the next.

Contact Officer: Natalie Kalajic (02) 6205 9585 natalie.kalajic@act.gov.au

Emergency Services Agency

ACT Ambulance Service

Operational Support

Quality and Patient Safety Officer / Clinical Quality Assurance Officer

Ambulance Manager Level 2 \$124,057 - \$130,659, Canberra (PN: 25426, several)

Gazetted: 21 May 2019

Closing Date: 4 June 2019

Details: The ACT Ambulance Service is seeking Expressions of Interest (EOI) for suitably qualified officers to undertake periods of Temporary Transfer or Higher Duties (HDA) at the Ambulance Manager Level 2 (AM2) level in the Clinical Quality and Patient Safety roles in the Quality Safety and Risk Management (QSRM) unit, to cover periods of leave. The roles provide a valuable personal development opportunity and will suit enthusiastic, highly professional officers who enjoys the challenge of contributing to a diverse and challenging portfolio. Their leadership style will support and encourage a cooperative and enthusiastic work environment within a framework of Respect, Equity and Diversity. Successful applicants will also demonstrate the capabilities and behaviours that underpin the (ACTAS) leadership framework. Under direction of the General Manager QSRM, successful applicants will work as part of a small team and for example: Undertake clinical review and clinical audit activities; maintain a focus on patient safety issues including development of solutions to address identified issues; utilise a range of communication strategies to ensure lessons learned are promulgated throughout the service; contribute, as part of a team, to the management of external feedback; perform any duties as required and directed by the Chief Officer, within competency and skill level, provided such duties comply with any relevant legislation; maintain paramedic registration with the Australian Health Practitioner Regulation Agency (AHPRA). The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

Note: There is one position available for immediate start for up to 12 months and one for holiday coverage for up to 12 months. In addition, a merit list will be created to cover additional periods of leave for two positions. 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. Applicants should note that emailed applications must not exceed 10MB and will be acknowledged via an auto-reply notification from Shared Services if the upload is successful. Please check both inbox and spam box after submission. Postal applications will not be acknowledged.

How to Apply: Applicants should submit to the jobs@act.gov.au prior to the advertised closing date and should be marked CONFIDENTIAL. A completed Application Coversheet; a two (2) page A4 statement addressing the above two capabilities for this position, showing your experience and what you can bring to the position of Graduate Paramedic Intern with ACTAS; a brief employment history/resume; a scanned copy of your AHPRA registration or application receipt; completed Statutory Declaration.

Contact Officer: Carol Brook (02) 6205 0734 carol.brook@act.gov.au

ACT Corrective Services

Community Corrections and Release Planning

Community Corrections

Manager, Case Management

Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 44000)

Gazetted: 21 May 2019

Closing Date: 4 June 2019

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

Eligibility/Other Requirements: Relevant tertiary qualifications and/or equivalent correctional experience are desirable. Eligible applicants may be required to undertake psychological aptitude testing as part of the assessment process. Demonstrated experience and/or capability to work with detainees and offenders on a daily basis is essential. 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. A current unencumbered Driver's Licence is required.

How to Apply: Applicants are required to submit five items: 1) ACT Government Application Coversheet; 2) statement of claims against specified Selection Criteria; 3) a current resume; 4) the names and contact details of two referees (one should be a current Supervisor/Manager); and 5) a copy of your current driver's licence. Please ensure you submit all five items.

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

ACT Courts and Tribunal

Corporate and Strategic Services

Corporate Information and Systems

Manager, Business Intelligence

Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 44134)

Gazetted: 20 May 2019

Closing Date: 3 June 2019

Details: The ACT Courts and Tribunal (ACTCT) are seeking highly motivated client-focused person for the role of Manager, Business Intelligence. This role is pivotal in ensuring ACTCT meets its internal and external statistical reporting requirements, providing initial analysis of data and supporting the use of data for proactive case management. The Manager, Business Intelligence must be customer focused, familiar with data sciences and analytics and experienced in successfully translating data to usable management information. The Manager, Business Intelligence is responsible for ensuring that data is optimised to present to users reliable information to equip them for decision-making. The Manager, Business Intelligence will do this by analysing users' needs, potential causal relationships between datasets, maintaining data integrity and assisting in the understanding of reported information. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please send to jobs@act.gov.au your Curriculum Vitae, and using the role's capabilities, provide a one page pitch answering the following two questions. Try not to duplicate information that can already be found in your Curriculum Vitae. Describe a recent example of a time when you have put the needs of a client first (e.g. over yours and other clients' needs) Why was this necessary? How well did you manage to meet their needs? What sacrifices did you need to make to ensure that their needs were met? Provide an example of complex information problem you solved recently. What made it so challenging? How did you handle it? What was the outcome?

Contact Officer: Jacinta Smith (02) 6207 1427 jacinta.smith@courts.act.gov.au

Corporate

Governance and Business Improvement

Ministerial Services Unit

Directorate Liaison Officer, Attorney-General's Office

Senior Officer Grade C - Senior Officer Grade A \$104,630 - \$143,116, Canberra (PN: 19247)

Gazetted: 20 May 2019

Closing Date: 3 June 2019

Details: The Justice and Community Safety (JACS) Directorate is seeking a highly-motivated individual to undertake the Directorate Liaison Officer (DLO) role in the Attorney-General's Office. Sitting in the office of the Attorney-General at the ACT Legislative Assembly, the DLO position acts as the primary conduit between the Attorney-General's office and JACS, and provides a high-level of administrative support in meeting the needs of the Minister. The role liaises across the highest levels of the ACT Government while maintaining confidentiality and discretion, demonstrating a critical eye for detail, and consistently exercising independence and sound judgement. The position also engages in continual problem solving and complex and sensitive issues management, and prioritises issues on a daily basis.

Note: This is a temporary position commencing 8 July 2019 for up to 12 months. This position will be filled at either the Senior Officer Grade C or Senior Officer Grade A level, dependent on the skills and experience of the successful applicant. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a two page pitch addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, current Curriculum Vitae and the name and contact details of two referees to jobs@act.gov.au

Contact Officer: Chris Bartram (02) 6207 8098 chris.bartram@act.gov.au

ACT Corrective Services

Corporate Services

People and Culture

People and Culture Team Leader

Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 38631)

Gazetted: 16 May 2019

Closing Date: 30 May 2019

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated and career-oriented person to fill the position of People and Culture Team Leader. The successful applicant will be responsible for delivering all facets of human resource activities for the agency including recruitment, roster, bulk recruitment and the provision of award information. The successful applicant will provide support to the rostering services which includes input and validations of shift variances into the electronic rostering system (KRONOS) e.g. overtime, penalties, leave, shift and other allowances. You will also provide line management of the roster staff and generalist human resource staff and excellent customer service, ensuring a high level of support, guidance and advice to all levels of the organisation in managing their Human Resource (HR) needs. Further to this, you will support a full range of HR services including health and safety, Worker's Compensation and return to work, employee relations, recruitment administration, payroll enquiries and change initiatives. The successful applicant will be expected to demonstrate strong administrative capability, have the ability to think and act in a busy operational environment and possess excellent interpersonal, organisational and communication 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: Knowledge of government human resource management systems (Chris21), procedures and guidelines and an understanding of the human resource framework in the ACT Government would be an advantage. Experience with electronic rostering systems would be desirable.

Note: This is a temporary vacancy available for up to twelve months, to cover a period of Maternity leave. The successful applicant will be required to undergo a Police Check.

How to Apply: Applicants are required to submit four items: 1) ACT Government Application Coversheet; 2) statement of claims against specified Selection Criteria; 3) a current resume; and 4) the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all four items to jobs@act.gov.au.

Contact Officer: Richard Palic (02) 6205 4465 richard.palic@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

City Presentation

Urban Treescapes

Coordinator of Tree Assets

Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 18126)

Gazetted: 21 May 2019

Closing Date: 4 June 2019

Details: The Coordinator Tree Assets is responsible for planning, development and implementation of tree removal, tree planting and young tree establishment programs, coordinating community engagement processes associated with the above activities and managing contractors undertaking the above services. Effective performance in the job will require excellent interpersonal and contract management skills, highly developed project management and time management skills, high quality oral and written communication skills and flexibility in responding to changing priorities. This position will be based at Wotso House, Dickson but also requires regular field work throughout Canberra's urban open space.

Eligibility/Other Requirements: Current driver's licence and the preparedness to wear a uniform is essential. A Certificate IV in Contract Management and Procurement and qualifications appropriate to the scope of activities performed, e.g. forestry, arboriculture or horticulture are highly desirable.

Note: This is a temporary position available from 11 June 2019 until 08 July 2020. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit the Application Coversheet, your resume and application demonstrating your experience against the Selection Criteria in the attached Position Description. Applications should be sent to jobs@act.gov.au

Contact Officer: Carma Sweet (02) 6207 7158 carma.sweet@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.

Chief Operating Officer

Governance and Ministerial Services

Ministerial Services Unit

Cabinet Liaison Officer

Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 00498)

Gazetted: 21 May 2019

Closing Date: 4 June 2019

Details: The Governance and Ministerial Services Branch is seeking Expressions of Interest from highly motivated and committed people to fill the role of Cabinet Liaison Officer (CLO). The CLO reports to the Director, Ministerial Services Unit and works within a small Ministerial, Assembly and Cabinet Services team. The position will have significant contact with Directorate Officers, requiring a high degree of sensitivity, as well as a highly responsive approach in responding to tight deadlines. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please review the attached Position Description and apply by emailing the following documents to jobs@act.gov.au a completed Application Coversheet; your current resume; the name and contact details of two referees and a written response to support your application (no more than four pages). Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities as required.

Contact Officer: Clare Guest (02) 6207 9409 clare.guest@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.

Suburban Land Agency

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

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

Development Delivery

Urban

Senior Development Manager

Infrastructure Officer 5 \$148,683, Canberra (PN: 40334)

Gazetted: 20 May 2019

Closing Date: 3 June 2019

Details: The Suburban Land Agency is seeking a dynamic Infrastructure Officer capable of delivering large and complex development projects to support the work of the Agency. The right person must be capable of providing strategic direction, be able to prepare project business plans, including financial feasibility, and be adept at risk management. The person must also possess excellent written and oral communications skills. We are seeking someone to work as part of a small and committed team dedicated to producing excellent outcomes.

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

How to Apply: Please send the Application Coversheet, a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details. Applications should be sent to jobs@act.gov.au.

Contact Officer: Chris Webb (02) 6207 6824 chris.webb@act.gov.au

Canberra Health Services

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

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

Clinical Services

Medicine

Infectious Diseases

Sexual Health Registered Nurse

Registered Nurse Level 2 \$91,910 - \$97,413, Canberra (PN: 12611, several)

Gazetted: 23 May 2019

Closing Date: 6 June 2019

Details: About us

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

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

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

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

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

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

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

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

Overview of the work area and position

Canberra Sexual Health Centre (CSHC) is based at The Canberra Hospital. We provide clinic-based care for sexual health and HIV patients as well as an innovative outreach programs in non-clinical settings. We have a strong philosophy of teamwork, evidence-based practice and continuing professional development.

Under the general direction of the Clinical Nurse Consultant, the Registered Nurse within the CSHC is responsible for the provision of assessment, screening, information, education and referral of patients attending the centre, and those accessing services in outreach settings. This involves care to patients through daily walk-in clinics and collaboratively working in a busy multidisciplinary team.

Eligibility/Other Requirements

Mandatory:

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

Desirable:

Two years recent clinical experience in the speciality or other relevant area.

Holds or working towards a Sexual and Reproductive Health Nursing Certificate or equivalent.

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

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for Registered Nurses.

Note

There are temporary positions between 6 and 12 months in duration through to April 2020, at both part time and full time hours by negotiation, with the possibility of extension or permanency. The salary noted above will be paid pro rata for part-time hours. A merit list will be utilised for other temporary vacancies in the next 12 months.

Contact Officer: Cat Brown (02) 5124 3758 catherine.g.brown@act.gov.au

Clinical Services

Surgery and Oral Health

Surgical Wards

Clinical Development Nurse

Registered Nurse Level 2 \$91,910 - \$97,413, Canberra (PN: 29950)

Gazetted: 23 May 2019

Closing Date: 4 June 2019

About us:

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

Canberra Health Services is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities, and aligning them with Canberra Health Service's Territory Wide Services Framework.

Canberra Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

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

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

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, 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.

The Division of Surgery and Oral Health is responsible for delivering inpatient and outpatient care to consumers requiring elective and emergency surgical procedures.

As a major tertiary and trauma referral centre for the ACT and surrounding NSW, Canberra Hospital needs to be equipped and able to manage high volumes of trauma and emergency cases that cannot be provided by other facilities.

The Dental Health Program delivers prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region.

Overview of the work area and position:

Ward 10A – General Surgical and Ophthalmology, is a 28 bed inpatient unit delivering patient centred care and focus on the management of patients who have had abdominal surgery and require stoma care. Ward 10A is also responsible for the safe patient centred care to trauma patients. Ward 10A has a great team of nurses who strive to provide positive outcomes for patients through the utilisation of the Team Nursing model. Applications are invited from innovative and committed Registered Nurses with clinical competence in General Surgery and Ophthalmology to backfill the exciting role of Clinical Development Nurse (CDN). The CDN is expected to have a demonstrated competence in advanced nursing practice and provide guidance to less experienced nursing staff and students. The applicant will have operational responsibility to the Clinical Nurse Consultant (CNC).

The CDN will be required to demonstrate experience in clinical teaching and a sound knowledge of adult learning principles to support ongoing clinical education, precept new and junior staff, mandatory skills assessment and competency assessment processes within the clinical practice setting of the General Surgical and Ophthalmology ward.

The applicant should demonstrate a willingness to be part of a vibrant and committed organisation that represents a set of values to allow for the provision of high quality health care.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Three years full time post registration in Nursing,

Experience and demonstrated competence (knowledge, skills and attitude) within the specialities of General Surgical and Ophthalmology nursing,

Post graduate qualification in or working towards a higher degree in Education or Cert IV in Training and Assessment.

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.

Contact Officer: Clair Collins (02) 5124 2364 clair.collins@act.gov.au

Clinical Services

Women, Youth and Children

Women's and Babies

Perinatal Systems Officer

Registered Midwife Level 2 \$91,910 - \$97,413, Canberra (PN: 21383)

Gazetted: 23 May 2019

Closing Date: 6 June 2019

About us:

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

Overview of the Work Area and Position:

The Department of Obstetrics and Gynaecology consists of three inpatient areas (Antenatal, Birthing, and Postnatal), Birth Centre, and Maternity Outpatients (FMU, ANC, Midcall).

We attend daily audit meetings, provide support and training to all users of Birth Outcome System (BOS). Liaise with hospital agencies, GP Liaison, Medical Records Department and Information Management. Attend to record maintenance and ensure that all episodes are complete as possible. Data entry for Perinatal Mortality Data bases. Extract data for National Benchmarking Women's Health Australasia (WHA) and Baby Friendly Health Initiative (BFHI). Facilitate BOS upgrades in conjunction with Shared Services ICT. Work collaboratively in a team and demonstrate sound communication skills.

Eligibility/Other Requirements:

Mandatory:

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

Competence and recent experience in the area of Maternity care.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Note:

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

Contact Officer: Penny Maher (02) 5124 7392 penny.maher@act.gov.au

Clinical Services

Pathology

Anatomical Pathology

Senior Scientist, Anatomical Pathology

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 02322)

Gazetted: 23 May 2019

Closing Date: 4 June 2019

About us:

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

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

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

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

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

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

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

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

Overview of the work area and position:

ACT Pathology is a division of Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, 365 days per year. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Anatomical Pathology Department routinely operates Monday – Friday. It encompasses Histology, Cytology, Electron Microscopy, Mortuary and Administration (medical secretaries).

Under direction from the Director and Chief Scientist of Anatomical Pathology the Senior Scientist role is to supervise the daily operations of the histology laboratory and personnel to ensure adherence to established policies and procedures, quality standards and deadline requirements.

Eligibility/Other Requirements:

Mandatory:

Bachelor of Medical Science or equivalent relevant qualification.

Desirable:

Previous experience working in and/or managing an Anatomical Pathology diagnostic laboratory.

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 & vaccination processes against specified infectious diseases

Note:

This is a Temporary position available for 12 months with the possibility of extension and/or permanency. The successful candidate may be required to participate in the on-call roster. Selection may be based on written application and referee reports only.

Contact Officer: Mark Koina (02) 5124 2871 mark.e.koina@act.gov.au

People and Culture

Organisation Development

Staff Development

Capability Administrator and Office Manager, Staff Development Unit

Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 19208)

Gazetted: 23 May 2019

Closing Date: 31 May 2019

Details: About us

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

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

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

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

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

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

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

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

Overview of the work area and position

Applications are sought from reliable and enthusiastic professionals to work as the CHS Health Capability (Learning Management System - LMS) Administrator and Office Manager in Staff Development Unit (SDU).

As a member of the SDU team you will manage the CHS Learning Management System (Capability), content, training, reporting and administrative processes. This position is also the office manager for SDU which will include managing training equipment, booking rooms and will assist in the management of the SDU financial processes including rostering, invoices, journals and payments.

Staff Development Unit (SDU) is located on the Canberra Hospital Campus and reports to the Executive Director of People and Culture, Corporate. SDU provides a key coordination role for Learning and Development (L&D) in CHS and provides education and training and eLearning courses for clinical, technical, vocational and administrative staff in a broad range of learning and development programs which are based on the needs of the organisation.

SDU manages the systems, reporting and policies for education/training in CHS. This position reports to the Director of SDU.

Eligibility/Other Requirements

Desirable:

A sound understanding of Microsoft Suite in particular Excel and the use of Spreadsheets.

Training experience is desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Contact Officer: Karen O'Brien (02) 5124 2437 karen.o'brien@act.gov.au

Clinical Services

Medicine

Medical

Diabetes and Endocrinology Administration Assistant

Administrative Services Officer Class 3 \$62,530 - \$67,296, Canberra (PN: 21855, expected vacancy)

Gazetted: 23 May 2019

Closing Date: 4 June 2019

About us:

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

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

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

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

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

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

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

Overview of the work area and position:

This position provides administrative support to the Diabetes and Endocrinology outpatient department by assisting with the management of referrals and the booking and scheduling of appointments, as well as other general administrative duties.

Outpatient Services (Ambulatory Care) includes all health services provided without the need for admission to hospital. A wide range of services are offered in Medicine Ambulatory Care settings including assessment and follow up appointments which allow clients to better manage acute and chronic conditions while reducing the reliance on hospitals.

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note:

This is a Temporary position available for nine months with possibility of extension and/or permanency. Selection may be based on written application and referee reports only.

Contact Officer: Andrew Barrow (02) 5124 2063 andrew.j.barrow@act.gov.au

Clinical Services

University of Canberra Hospital

Rehabilitation Aged and Community Services

Occupational Therapist

Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 40151)

Gazetted: 23 May 2019

Closing Date: 6 June 2019

About us:

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

Canberra Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, 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.

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

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

Overview of the work area and position:

Occupational Therapists within RACS provide services in community and inpatient settings including The Canberra Hospital and University of Canberra Hospital. We provide assessment and therapeutic intervention for a range of client populations in both rehabilitation and aged care settings. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged.

The successful applicant will play a key role in providing day to day Occupational Therapy services to a range of patients within a designated caseload area. You will provide assessment and clinical interventions to facilitate positive client outcomes. Working in our teams you will have the support of an experienced group of clinicians and provided with direct clinical supervision from a designated senior Occupational Therapist.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (or equivalent) in Occupational Therapy.

Registered (or eligible for registration) with the Occupational Therapy Board of Australia, Australian Health Practitioners Regulatory Agency (AHPRA)

Current Driver's Licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

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

Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals. If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any employment being made.

Note:

This is a Temporary position available for a 12 month contract, and will participate in a clinical rotation across different clinical settings every six months. This position may be required to participate in overtime, on call and/or rotation roster. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Jane Lawrence (02) 5124 0073 jane.lawrence@act.gov.au

Clinical Services

Clinical Support Services

Logistics Support

Store Person

Health Service Officer Level 4 \$49,958 - \$51,869, Canberra (PN: C07091, several)

Gazetted: 23 May 2019

Closing Date: 30 May 2019

Details: About us

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

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

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

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

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

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

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

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

Overview of the work area and position:

Logistic Support Services is a section within Infrastructure and Health Support Services (I&HSS). The function of the Logistic Support Services includes Domestic and Environmental Services, Food Service, Sterilising Services, and Supply.

Supply Services provides clinical products to the Health Services in ACT, primarily being Canberra Hospital, as well as warehousing and distribution of the products. The position reports to the Store Supervisor of ACT Health Supply Services.

To be successful in this position, you will need to have proven experience in all aspects of stores management (i.e. issues, receipts, picking, stock-taking, etc.) in a large and busy warehouse environment operating in a computerised purchasing and inventory control system.

Qualifications and experience

Desirable:

Current driver's licence

Relevant work experience

Prior to commencement the successful candidates will be required to:

Undergo a pre-employment Police check.

Note

There are several casual positions available for six months. That selection may be based on written applications and referee reports only. These positions are rotated between the Supply Services Warehouse, Mitchell and Canberra Hospital.

Contact Officer: Avnita Nand (02) 5124 3474 avnita.nand@act.gov.au

Clinical Services

Allied Health Adviser

Allied Health Clinical Education Coordinator

Health Professional Level 5 \$118,319 - \$133,197, Canberra (PN: 12402)

Gazetted: 23 May 2019

Closing Date: 3 June 2019

About us

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

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

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

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

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

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

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

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

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

Overview of the work area and position

The Office of the Executive Director Allied Health (EDAH), CHS provides professional and strategic leadership, for Allied Health professions within CHS and for collaborating, providing advice and advocacy to the ACT Government regarding Allied Health related matters. The EDAH Office is responsible for assisting in the delivery of workforce reforms, and for strengthening and developing CHS wide Allied Health services through innovative models of care and service delivery and representing the territory on relevant national forums.

The Executive Director of Allied Health is seeking applications from suitably qualified allied health professional to fill the position of Allied Health Clinical Education Coordinator (AHCEC). This across allied health position is an excellent opportunity for an experienced and innovative allied health professional education leader.

The Allied Health Clinical Education Unit (AHCEU) is part of the EDAH Office and provides education leadership, strategic direction and projects to support clinical education, recruitment, and retention and workforce capacity across CHS.

The AHCEC position is based at the Canberra Hospital however responsibilities are Canberra Health Services portfolio wide including working in collaboration with our partner educational institutions and some Jurisdictional representation. This position is for an experienced allied health professional with a passion for clinical education to assume a leadership role and to join the Executive Director Allied Health Office's leadership team. The primary responsibility of the AHCEC role is to manage the multi-disciplinary Allied Health Clinical Education Unit and lead the AH Clinical Education Network to promote positive teaching and training outcomes for the organisation through high quality coordinated support across CHS.

Eligibility/Other Requirements

Mandatory

Tertiary qualifications in a CHS recognised Allied Health discipline and eligibility for membership of the appropriate professional body, or unconditional Registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Desirable

Postgraduate education qualifications

Current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Comply with CHS credentialing requirements for allied health.

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

Contact Officer: Jennie Yaxley (02) 5124 7959 jennie.yaxley@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Rehabilitation and Specialty Mental Health

Registered Nurse

Registered Nurse Level 3.1 \$105,372 - \$109,709, Canberra (PN: 41488)

Gazetted: 23 May 2019

Closing Date: 29 May 2019

About us

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

CHS is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of CHS's Quality Strategy and government priorities, and aligning them with CHS's Territory Wide Services Framework.

Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

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

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

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care;

Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities.

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

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

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

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

Overview of the work area and position:

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

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

This is a senior clinical position that will sit within any of the three sub teams providing direct person-centred care. At this level the Registered Nurse 3 (RN3) will provide mental health services to people who present with highly complex mental health conditions, including the provision of advanced assessment, recovery planning, clinical coordination and therapeutic interventions to achieve sound outcomes for people, under minimal supervision. The RN3 will contribute their expertise to the multidisciplinary team, provide supervision to staff at Levels HP 2 and 1 and support the Team Leader in change processes. The RN3 will undertake quality initiatives to promote service delivery at a standard of best practice.

Eligibility/Other Requirements

Mandatory:

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

Desirable:

Post Graduate qualifications in Mental Health Nursing, or working towards.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

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

Note

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

Contact Officer: Kylie Henson (02) 6205 1957 kylie.henson@act.gov.au

Clinical Services

Executive Director of Medical Services

Manager Medical Rostering

Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 13500)

Gazetted: 23 May 2019

Closing Date: 31 May 2019

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.

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

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

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

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

Overview of the work area and position:

MOSCETU has responsibility for:

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

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

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

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

Eligibility/Other Requirements

Desirable:

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

Previous medical rostering experience in a public hospital environment.

Please note prior to commencement successful candidates will be required to

Undergo a pre-employment Police check.

Contact Officer: Janelle Corey (02) 5124 3507 janelle.corey@act.gov.au

Clinical Services

Executive Director of Medical Services

Acquisitions/System Librarian

Senior Professional Officer Grade C \$104,630 - \$112,626, Canberra (PN: 20701)

Gazetted: 23 May 2019

Closing Date: 3 June 2019

About us:

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

Overview of the work area and position:

The CHS Library provides worldwide health information resources and quality services to its users.

The Library acquires, organizes, preserves and provides access to information resources to meet the needs of all staff, faculty and students in a timely and cost-effective manner. This position will manage the Library integrated system and acquisitions.

Eligibility/Other Requirements:

Mandatory:

ALIA-accredited Degree in Library/ Information Science or equivalent
Prior to commencement successful candidates will be required to
Undergo a pre-employment National Police check.
Contact Officer: Saroj Bhatia (02) 6244 2588 saroj.bhatia@act.gov.au

ACT Health

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

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

Corporate Services

Digital Solutions

Technology Operations

Records Management Analyst

Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 32723, several)

Gazetted: 23 May 2019

Closing Date: 30 May 2019

Details: About us

The ACT Health Directorate is responsible for the stewardship of the health system in the ACT. ACT Health provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations, delivers improved health outcomes, and that the health system is innovative, effective and sustainable now and in the future.

ACT Health has responsibility for:

Developing strategic policy and stewardship of the health system, including working with the Commonwealth on key health improvement initiatives.

Managing demand for and supply of health services across the territory.

Improving the health and wellbeing of the ACT population by promoting healthy behaviours and lifestyles and through ongoing monitoring and evaluation of health programs and policy.

Preventing, and providing a timely response to, potential public health incidents.

Leading the health workforce and clinical training strategy including building strong partnerships with key academic institutions and training providers,

Commissioning and managing multi-million dollar contracts for the provision of health services, including partnerships with community sector organisations, peak bodies and advocacy groups,

Managing a portfolio of infrastructure programs to ensure the ACT has world class, sustainable, fit for purpose clinical and patient care facilities,

Monitoring and enforcement of public health regulations, and

Providing public health advice.

The ACT Health Directorate 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.

Overview of the work area and position

The Corporate Services Group performs a critical enabling function for the long term success and sustainability of the ACT Health Directorate and the ACT health system. This Group is responsible for financial planning, budgeting and reporting; commissioning and evaluating the performance of public health services; strategic human resource management; digital solutions; strategic infrastructure and procurement; service demand planning and modelling; data management and activity-based performance; governance and risk management.

The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to technology services and capabilities across the ACT Health Directorate and Canberra Health Services. The Digital Solutions Division is responsible for the:

Development, implementation and support of the Digital Health Strategy.

Management of technology services and projects

Management of the relationship and services delivery by technology vendors including Shared Services ICT

Development, implementation and maintenance of technology policies and procedures.

Ensuring information security.

The Information Management Hub is responsible for the provision of high quality administrative records management services and the development and maintenance of the ACT Health Data Repository.

Eligibility/Other Requirements

Desirable:

Formal qualifications in records management

Professional membership (ie at the level of Associate, Chartered or Fellow), or the ability to gain such membership, of Records and Information Management Professionals Australasia (RIMPA).

Extensive experience in supporting staff as part of the conversion of a government agency from a paper-based records management environment to a fully digital one.

Experience in the management of a back-scanning project of legacy paper records.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note

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

Contact Officer: Gillbert de Ruijter (02) 5124 9128 gillbert.deruijter@act.gov.au

Office of the Director-General

Culture Review Implementation

Assistant Director, Project Manager, Culture Review Implementation

Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 41541)

Gazetted: 23 May 2019

Closing Date: 6 June 2019

Details: [About us](#)

The ACT Health Directorate is responsible for the stewardship of the health system in the ACT. ACT Health provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations, deliver improved health outcomes, and that the health system is innovative, effective and sustainable now and in the future.

ACT Health has responsibility for:

developing strategic policy and stewardship of the health system, including working with the Commonwealth on key health improvement initiatives

managing demand for and supply of health services across the territory

improving the health and wellbeing of the ACT population by promoting healthy behaviours and lifestyles and

through ongoing monitoring and evaluation of health programs and policy

preventing, and providing a timely response to, potential public health incidents

leading the health workforce and clinical training strategy including building strong partnerships with key academic institutions and training providers

commissioning and managing multi-million dollar contracts for the provision of health services, including

partnerships with community sector organisations, peak bodies and advocacy groups

managing a portfolio of infrastructure programs to ensure the ACT has world class, sustainable, fit for purpose

clinical and patient care facilities

monitoring and enforcement of public health regulations

providing public health advice.

ACT Health works closely with other ACT Government agencies such as the ACT Government's Canberra Health Services, Community Services Directorate, Justice and Community Safety Directorate, Chief Minister, Treasury and Economic Development Directorate, and emergency services providers such as the ACT Ambulance Service and the Australian Federal Police. Formalised consultative arrangements also exist with a range of agencies, such as the Health Care Consumers' Association (ACT), ACT Medicare Local and mental health, alcohol and drug, and other community service providers.

The tertiary and training sectors remain key partners in the planning, development and delivery of healthcare services. Partnership arrangements with the Australian National University Medical School, University of Canberra,

Australian Catholic University and Canberra Institute of Technology are well established and serve to assure the future supply of skilled health professionals.

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.

Culture Review Implementation Team

In September 2018, the ACT Government committed to holding an Independent Review into the workplace culture within ACT public health services. The Review was tasked with making clear recommendations to address specific issues that will improve workplace culture. The Final Report, containing 20 recommendations, was delivered in March 2018.

The Culture Review Implementation Team has been established to lead the planning for and implementation of recommendations arising from the Independent Review of Culture within ACT Public Health Services.

The Team will work closely with Ministers, Senior Executive in ACT Health Directorate, Canberra Health Services and Calvary Public Hospitals to ensure effective and efficient implementation of recommendations. The Team will also work collaboratively with public health staff to ensure effective engagement and communication and support timely delivery of recommendations.

Overview of the work area and position

As a Project Manager within the Culture Review Implementation Team you will use your experience and thorough knowledge of project management to successfully lead and deliver projects that underpin the evolution of a positive culture across the ACT Public Health Service. To be successful, you will have a diverse range of experience and background in project management, including experience external to government environments.

Under limited direction, the Assistant Director Cultural Implementation Project Manager will initially report to the Culture Implementation Executive Branch Manager and provide day to day relationship engagement, project planning and direct support to the Culture Review Implementation Team and the implementation of recommendations from the Final Report.

You will be responsible through a project management approach engaging with staff, business teams and executive to lead, develop and support an iterative approach to evolving a positive culture throughout the ACT Public Health system with community, patients/consumers and staff across all public health services, including ACT Health Directorate, Canberra Health Services and Calvary Public Hospitals.

You will be responsible for building effective relationships and providing high-level strategic project management advice, so excellent stakeholder relationship skills, the ability to develop and maintain networks, strong interpersonal skills project planning and coordination skills are a must. You will be required to provide best practice, strategic and evidence-based project management direction that will involve staff in the implementation of recommendations and help achieve business and change management objectives.

This is a great opportunity for an experienced project management professional to join an enthusiastic and committed team and lead a high profile and important organisation initiative.

Eligibility/Other Requirements:

Desirable:

Previous experience working in complex organisations with a diverse range of stakeholders.

Previous experience working on large change management projects.

Tertiary qualifications in project management, or similar; or equivalent professional experience, or work experience commensurate with tertiary qualifications.

Understanding of the public health sector and the diverse range of project management experience.

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 three years with the possibility of extension.

Contact Officer: Jodie Junk-Gibson (02) 5124 9923 jodie.junk-gibson@act.gov.au

Office of the Director-General

Culture Review Implementation

Assistant Director Internal and Change Communication

Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 41543)

Gazetted: 23 May 2019

Closing Date: 6 June 2019

Details: About us

The ACT Health Directorate is responsible for the stewardship of the health system in the ACT. ACT Health provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations, deliver improved health outcomes, and that the health system is innovative, effective and sustainable now and in the future.

ACT Health has responsibility for:

- developing strategic policy and stewardship of the health system, including working with the Commonwealth on key health improvement initiatives

- managing demand for and supply of health services across the territory

- improving the health and wellbeing of the ACT population by promoting healthy behaviours and lifestyles and through ongoing monitoring and evaluation of health programs and policy

- preventing, and providing a timely response to, potential public health incidents

- leading the health workforce and clinical training strategy including building strong partnerships with key academic institutions and training providers

- commissioning and managing multi-million dollar contracts for the provision of health services, including partnerships with community sector organisations, peak bodies and advocacy groups

- managing a portfolio of infrastructure programs to ensure the ACT has world class, sustainable, fit for purpose clinical and patient care facilities

- monitoring and enforcement of public health regulations

- providing public health advice.

ACT Health works closely with other ACT Government agencies such as the ACT Government's Canberra Health Services, Community Services Directorate, Justice and Community Safety Directorate, Chief Minister, Treasury and Economic Development Directorate, and emergency services providers such as the ACT Ambulance Service and the Australian Federal Police. Formalised consultative arrangements also exist with a range of agencies, such as the Health Care Consumers' Association (ACT), ACT Medicare Local and mental health, alcohol and drug, and other community service providers.

The tertiary and training sectors remain key partners in the planning, development and delivery of healthcare services. Partnership arrangements with the Australian National University Medical School, University of Canberra, Australian Catholic University and Canberra Institute of Technology are well established and serve to assure the future supply of skilled health professionals.

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.

Overview of the work area and position

In September 2018, the ACT Government committed to holding an Independent Review into the workplace culture within ACT public health services. The Review was tasked with making clear recommendations to address specific issues that will improve workplace culture. The Final Report, containing 20 recommendations, was delivered in March 2019.

The Culture Review Implementation Team has been established to lead the planning for and implementation of recommendations arising from the Independent Review of Culture within ACT Public Health Services.

The Team will work closely with Ministers and Senior Executive in ACT Health Directorate, Canberra Health Services and Calvary Public Hospitals to ensure effective and efficient implementation of recommendations. The Team will also work collaboratively with public health staff to ensure effective engagement and communication and support timely delivery of recommendations.

Communications and Government Relations, Office of the Director General

The Communications Team works in the Communications and Government Relations Branch, located within the Office of the Director General, and leads and directs internal and external strategic communications, media, digital, social media and marketing activities that support ACT Health achieve its goals. The Team manages ACT Health's brand and develops strategies and guidelines to maintain and enhance reputation.

The Strategic Communications Section within the Communication Team works in a fast-paced environment and is responsible for both internal and external communication. In particular:

- internal communication strategies to positively influence staff culture and support staff through change, including Senior Executive communication

- developing and delivering information, advertising and marketing campaigns and strategies

- providing strategic communication advice and developing communication solutions

management of ACT Health social media accounts, including strategy, content creation, moderation and evaluation

creation of digital content for social media, web and other digital channels

supporting internal and external events.

The Assistant Director Internal and Change Communication will have a dual reporting line to the Executive Branch Manager, Culture Review Implementation Team and the Director of Strategic Communications. The position provides day to day communication management and support for the Culture Review Implementation Team and the implementation of recommendations from the Final Report.

The Assistant Director Internal and Change Communication will engage with staff across public health organisations to understand engagement and communication needs, and provide best practice, strategic and evidence-based communication advice that will involve staff in the implementation of recommendations and help achieve business and change management objectives.

You will be responsible for engaging with staff, business teams and executive to develop and implement a change management and communication strategy for the community, patients/consumers and staff across all public health services, including ACT Health Directorate, Canberra Health Services and Calvary Public Hospitals.

You will be responsible for building effective relationships and providing high-level strategic communication advice, so excellent stakeholder relationship skills and the ability to develop and maintain networks are a must. This is a great opportunity for an experienced communication professional to join an enthusiastic and committed team and lead a high profile and important communication initiative.

Eligibility/Other Requirements:

Desirable:

Tertiary qualifications in communications and marketing, journalism, public relations or similar; or equivalent professional experience.

Previous experience working in complex organisations and fast paced environments.

Previous experience working on large change management projects.

Understanding of the public health sector and the diverse range of staff roles.

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 three years.

Contact Officer: Jodie Junk-Gibson (02) 5124 9923 jodie.junk-gibson@act.gov.au

Corporate Services

Corporate and Governance

Executive Officer

Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 16784)

Gazetted: 23 May 2019

Closing Date: 28 May 2019

Details: Corporate and Governance Services in the ACT Health Directorate is seeking an experienced Executive Officer to provide high-level strategic and operational support to the Executive Group Manager. The role is required to maintain a high-level of confidentiality and discretion, exercise a considerable degree of independence and consistently exercise sound judgement. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: All applications should include the Application Coversheet, your written response to Selection Criteria within two pages and a current resume.

Applications should be sent to jobs@act.gov.au.

Contact Officer: John Fletcher (02) 5124 9869 john.fletcher@act.gov.au

Health Systems, Policy and Research

Health Protection Service

Health Emergency Management Unit

Assistant Director - Emergency Management Coordinator

Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 44196)

Gazetted: 23 May 2019

Closing Date: 6 June 2019

Details: About us:

The ACT Health Directorate is responsible for the stewardship of the health system in the ACT. ACT Health provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations, delivers improved health outcomes, and that the health system is innovative, effective and sustainable now and in the future.

ACT Health has responsibility for:

Developing strategic policy and stewardship of the health system, including working with the Commonwealth on key health improvement initiatives.

Managing demand for and supply of health services across the territory.

Improving the health and wellbeing of the ACT population by promoting healthy behaviours and lifestyles and through ongoing monitoring and evaluation of health programs and policy.

Preventing, and providing a timely response to, potential public health incidents.

Leading the health workforce and clinical training strategy including building strong partnerships with key academic institutions and training providers,

Commissioning and managing multi-million dollar contracts for the provision of health services, including partnerships with community sector organisations, peak bodies and advocacy groups,

Managing a portfolio of infrastructure programs to ensure the ACT has world class, sustainable, fit for purpose clinical and patient care facilities,

Monitoring and enforcement of public health regulations, and

Providing public health advice.

Public Health, Protection and Regulation (PHPR)

The Public Health, Protection and Regulation Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and fulfils a range of statutory responsibilities and delegations under various public health legislation. The Division is responsible for development of population health strategic initiatives in ACT in the key areas of protection, prevention, and Territory-wide interventions. The Division is also responsible in exercising statutory responsibilities on behalf of the Chief Health Officer to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies. The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report.

Health Protection Service (HPS)

The Health Protection Service manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services.

Overview of the work area and position:

The Health Emergency Management Unit (HEMU) provides direction and advice to support the ACT Health sector in responding to incidents, emergencies, public health risks and disasters that occur locally, nationally and internationally. The HEMU consists of specialist ACT Health personnel working collaboratively to address all aspects of health emergency planning and response. The unit's goal is to ensure that the ACT Health sector is able to respond effectively to incidents, emergencies and disasters, and manage the health aspects of major events within the ACT.

The Emergency Management Coordinator, HEMU will assist in maintaining a high level of health response readiness for all hazard incidents, events and emergencies that have the potential to adversely affect public health or the provision of health services within the ACT. The successful applicant will ideally demonstrate competence in policy development and implementation in the context of public health or emergency management planning, and have an understanding of the need to plan for, and respond to emergencies including an understanding of contemporary emergency management principles and related legislation.

The occupant of this position will also be required to participate in an after-hours on-call duty officer roster.

Eligibility/Other Requirements:

Desirable:

Tertiary qualifications relevant to emergency management or health protection desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Contact Officer: Craig Cannon (02) 5124 9202 craig.cannon@act.gov.au

Health Systems, Policy and Research

Preventive and Population Health

Senior Policy Officer

Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 29558)

Gazetted: 23 May 2019

Closing Date: 3 June 2019

Details: The Health Improvement Projects section in the ACT Health Directorate is seeking an experienced Senior Policy officer, under broad direction this position will undertake high-level project and policy work, provide strategic policy advice and respond to emerging and novel policy issues. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: To complete your application, you must prepare responses to the Selection Criteria, provide a current Curriculum Vitae and Application Coversheet. Please send your application to jobs@act.gov.au.

Contact Officer: Marc Emerson (02) 5124 9716 marc.emerson@act.gov.au

Health Systems, Policy and Research Group

Deputy Director-General, Health Systems, Policy and Research Group

Executive Level 3.3 \$354,042 - \$369,922 depending on current superannuation arrangements, Canberra (PN: E1070)

Gazetted: 21 May 2019

Closing Date: 9 June 2019

Details: ACT Health is a values-led Directorate which has overall responsibility for strategic policy, planning and stewardship of the ACT Health system, including health protection and health promotion services. With the establishment of a new Medical and Health Research portfolio, there is a strong partnership with the Australian National University, University of Canberra and the Australian Catholic University in developing a research, practice and policy capability. In this pivotal senior leadership position, you will be responsible for the strategic policy and planning functions of the ACT Health Directorate and for leading the population health protection and prevention functions. You will also be responsible for the Office of Professional Leadership and Education. The role also has significant involvement in the strategic development of the health and medical research sector to support the delivery of research-led, evidence based, high quality health care for the ACT. Working closely with key stakeholders, your primary focus will be on bringing stability and certainty to the relationship between strategy and clinical service delivery and building the overall capacity of the Directorate in ensuring quality health outcomes for the ACT community. To be a strong contender, you will need to be an outstanding senior executive with a demonstrable record of achievement in a similar role in a complex and politically sensitive organisation. Your experience in providing timely and robust advice to Ministers and proven capacity to drive organisational and cultural change, will be complemented by well-honed analytical skills, exceptional stakeholder engagement capabilities, a collegiate approach and a personal style that engenders trust and respect. Relevant tertiary level qualifications are desirable.

How to Apply: Before applying, please obtain selection documentation by emailing admin@ianhansen.com.au. Further information can be obtained by contacting Ian Hansen on 0408 306 769. Applications close on 9 June 2019.

Remuneration: The position attracts a remuneration package ranging from \$354,042 to \$369,922 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$288,726. From 1 July 2019, the remuneration package will increase, ranging from \$374,074 to \$389,348 depending on current superannuation arrangements of the successful applicant, which includes a cash component of \$305,472 (see Remuneration Tribunal Determination 2 of 2019).

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

Contact Officer: Further information about the position is available from Ian Hansen, ian@ianhansen.com.au, 0408 306 769.

APPOINTMENTS

ACT Teacher Quality Institute

Senior Officer Grade C \$104,630 - \$112,626

Tushan Wickramariyaratne 836-12001, Section 68(1), 20 May 2019

Chief Minister, Treasury and Economic Development

Infrastructure Officer 2 \$83,235 - \$95,762

Hayden David Brown 858-71840, Section 68(1), 28 May 2019

Senior Officer Grade B \$123,227 - \$138,723

Jennifer Jordan 853-74393, Section 68(1), 3 April 2019

Administrative Services Officer Class 3 \$62,530 - \$67,296

Hayley Elizabeth Rogers 858-71138, Section 68(1), 20 May 2019

Education

Senior Officer Grade A \$143,116

Leigh Brimson-Pierce 787-20745, Section 68(1), 11 May 2019

Senior Officer Grade B \$123,227 - \$138,723

Jodie Louise Crawford 858-72069, Section 68(1), 17 June 2019

Environment, Planning and Sustainable Development

Administrative Services Officer Class 6 \$83,135 - \$95,146

Tim Laris 858-72050, Section 68(1), 27 May 2019

Justice and Community Safety

Correctional Officer Class 1 \$60,694 - \$72,377

Zaid Bajramovic 858-68561, Section 68(1), 27 April 2019

Correctional Officer Class 1 \$60,694 - \$72,377

Tamara Black 858-68553, Section 68(1), 27 April 2019

Correctional Officer Class 1 \$60,694 - \$72,377

Ryan Cave 858-68545, Section 68(1), 27 April 2019

Correctional Officer Class 1 \$60,694 - \$72,377

Lauren Dowling 858-68457, Section 68(1), 27 April 2019

Correctional Officer Class 1 \$60,694 - \$72,377

Kristoffer Durrant 858-68481, Section 68(1), 27 April 2019

Correctional Officer Class 1 \$60,694 - \$72,377

Danny Eldridge 858-68676, Section 68(1), 27 April 2019

Administrative Services Officer Class 6 \$83,135 - \$95,146

Mark Christopher Farrow 853-80451, Section 68(1), 17 May 2019

Correctional Officer Class 1 \$60,694 - \$72,377

Colin Gray 858-68641, Section 68(1), 27 April 2019

Correctional Officer Class 1 \$60,694 - \$72,377

Isaac James 858-68633, Section 68(1), 27 April 2019

Correctional Officer Class 1 \$60,694 - \$72,377

Nicola Jelinkova 858-68529, Section 68(1), 27 April 2019

Administrative Services Officer Class 3 \$62,530 - \$67,296

Nicholas Keenan 853-55870, Section 68(1), 15 May 2019

Correctional Officer Class 1 \$60,694 - \$72,377

Helen King 858-68799, Section 68(1), 27 April 2019

Administrative Services Officer Class 4 \$69,422 - \$75,169

Thomas Kriedemann: 858-57811, Section 68 (1), 21 May 2019

Correctional Officer Class 1 \$60,694 - \$72,377

Mitchell McAppion 858-68502, Section 68(1), 27 April 2019

Correctional Officer Class 1 \$60,694 - \$72,377

Cameron Sage 858-68617, Section 68(1), 27 April 2019

Correctional Officer Class 1 \$60,694 - \$72,377

Danielle Schneider 858-68465, Section 68(1), 27 April 2019

Correctional Officer Class 1 \$60,694 - \$72,377

Brendan Watts 858-68609, Section 68(1), 27 April 2019

Transport Canberra and City Services

General Service Officer Level 3/4 \$49,040 - \$53,553

Ashley King 846-98599, Section 68(1), 10 May 2019

General Service Officer Level 4 \$51,459 - \$53,553

Peter Martin-Henry 858-62784, Section 68(1), 13 May 2019

General Service Officer Level 3/4 \$49,040 - \$53,553

Cheryl Wright 858-60439, Section 68(1), 10 May 2019

Canberra Health Services

Assistant in Nursing \$50,916 - \$52,639

Gaurav Sondhi 838-52486, Section 68(1), 20 May 2019

TRANSFERS

Suburban Land Agency

John Pooley: 844-7621

From: Infrastructure Manager/Specialist 1 \$159,433

Suburban Land Agency

To: Infrastructure Manager/Specialist 1 \$159,433

Suburban Land Agency, Canberra (PN. 12578) (Gazetted 4 February 2019)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Economic and Financial Group

Federal Financial Relations Unit

Atreya Banerjee: 853-58529

From: Administrative Services Officer Class 6 \$83,135 - \$95,146

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$104,630 - \$112,626

Chief Minister, Treasury and Economic Development, Canberra (PN. 55277) (Gazetted 26 April 2019)

Access Canberra

Regulatory Solutions and Compliance

Business Engagement, Education and Compliance

Krista Brennan: 817-48968

From: Administrative Services Officer Class 5 \$77,155 - \$81,668

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$83,135 - \$95,146

Chief Minister, Treasury and Economic Development, Canberra (PN. 25124) (Gazetted 22 November 2018)

Policy and Cabinet Division

Rebecca Clark: 846-93341

From: Administrative Services Officer Class 5 \$77,155 - \$81,668

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$83,135 - \$95,146

Chief Minister, Treasury and Economic Development, Canberra (PN. 44160) (Gazetted 12 February 2019)

Policy and Cabinet Division

Kristie Lee Cockfield: 853-29445

From: Administrative Services Officer Class 5 \$77,155 - \$81,668

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$83,135 - \$95,146

Chief Minister, Treasury and Economic Development, Canberra (PN. 44165) (Gazetted 12 February 2019)

Policy and Cabinet Division

Michael Robert Dakin: 741-04128

From: Administrative Services Officer Class 5 \$77,155 - \$81,668

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$83,135 - \$95,146

Chief Minister, Treasury and Economic Development, Canberra (PN. 39204) (Gazetted 12 February 2019)

Shared Services

Business Application Management

Shared Services ICT

Matthew Nelson: 792-43987

From: Senior Information Technology Officer Grade C \$104,630 - \$112,626
Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade B \$123,227 - \$138,723
Chief Minister, Treasury and Economic Development, Canberra (PN. 14346) (Gazetted 6 April 2018)

Policy and Cabinet Division

Robert Overton-Clarke: 853-73120

From: Graduate Administrative Assistant \$69,422 - \$71,549
Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$83,135 - \$95,146
Chief Minister, Treasury and Economic Development, Canberra (PN. 44161) (Gazetted 12 February 2019)

Economic and Financial Analysis Group

Macroeconomic Branch

Wei Wang: 846-92146

From: Administrative Services Officer Class 5 \$74,081 - \$78,415
Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$79,824 - \$91,356
Chief Minister, Treasury and Economic Development, Canberra (PN. 55885) (Gazetted 28 June 2018)

Corporate

People and Capability

Safety and Wellbeing

Christopher Watkins: 827-23930

From: Administrative Services Officer Class 6 \$83,135 - \$95,146
Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$104,630 - \$112,626
Chief Minister, Treasury and Economic Development, Canberra (PN. 44187) (Gazetted 8 August 2018)

Community Services

Office of the Director-General

Salote Fangupo: 847-04311

From: Administrative Services Officer Class 4 \$69,422 - \$75,169
Community Services

To: Administrative Services Officer Class 5 \$77,155 - \$81,668
Community Services, Canberra (PN. 08269) (Gazetted 11 April 2019)

Housing ACT

Client Services

Tenant Support

Kylie-Ann Petroni: 853-48451

From: Senior Officer Grade C \$104,630 - \$112,626
Community Services

To: †Senior Officer Grade B \$123,227 - \$138,723
Community Services, Canberra (PN. 37045) (Gazetted 25 March 2019)

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

Education

School Performance and Improvement

North and Gungahlin Network

Neville Bonner Primary

Ian Blackwell: 817-96775

From: School Leader C \$117,515

Education Directorate

To: †School Leader B \$136,828

Education, Canberra (PN. 39438) (Gazetted 19 March 2019)

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

School Performance and Improvement

North and Gungahlin Network

Harrison School

Michelle O'Brien: 779-24287

From: Classroom Teacher \$68,022 - \$101,821

Department of Education and Training

To: †School Leader C \$117,515

Education, Canberra (PN. 23393, several) (Gazetted 9 April 2019)

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

School Performance and Improvement

North and Gungahlin Network

Harrison School

Elissa Jane Penfold: 779-20964

From: Classroom Teacher \$68,022 - \$101,821

ACT Department of Education

To: †School Leader C \$117,515

Education, Canberra (PN. 19157) (Gazetted 9 April 2019)

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

School Performance and Improvement

South and Western Network

Mawson Primary School

Laurel Joy Rodrigues: 778-97995

From: School Leader C \$117,515

Education

To: †School Leader B \$136,828

Education, Canberra (PN. 15955) (Gazetted 8 April 2019)

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

Business Services

Infrastructure and Capital Works

Asset Strategies

Leanne Mary Shaw: 824-4840

From: Administrative Services Officer Class 4 \$69,422 - \$75,169

Education

To: Administrative Services Officer Class 5 \$77,155 - \$81,668

Education, Canberra (PN. 43094) (Gazetted 2 April 2019)

Office for Schools

North Canberra and Gungahlin

Gold Creek School - Senior Site

Janine Waters: 824-40797

From: Classroom Teacher \$68,022 - \$101,821

Education Directorate

To: †School Leader C \$117,515

Education, Canberra (PN. 06933) (Gazetted 27 November 2018)

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

Justice and Community Safety

Legislation, Policy and Programs

Civil Law

Kathryn Smyth: 81477176

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

Justice and Community Safety

To: Senior Officer Grade A \$143,116

Justice and Community Safety, Canberra (PN: 46234) (Gazetted 19 March 2019)

Rachael Cannell: 853-55256

From: Paralegal Grade 2 \$61,541 - \$66,656

Director of Public Prosecutions

To: Paralegal Grade 3 \$68,699 - \$72,175

Director of Public Prosecutions, Canberra (PN: 27962) (Gazetted 08 March 2019)

Office of the Legislative Assembly

Parliamentary Support Branch

Committee Support

Brianna McGill: 817-45599

From: Administrative Services Officer 6 (\$83,135 - \$95,146)

Office of the Legislative Assembly

To: Senior Officer Grade C (\$104,630 - \$112,626)

Office of the Legislative Assembly, Canberra (PN. 253) (Gazetted 2 April 2019)

Transport Canberra and City Services

Chief Operating Officer

Governance and Ministerial Services

Boards and Committees

Erin Barker: 827-18998

From: Administrative Services Officer Class 5 \$77,155 - \$81,668

Transport Canberra and City Services

To: †Administrative Services Officer Class 6 \$83,135 - \$95,146

Transport Canberra and City Services, Canberra (PN. 35636) (Gazetted 16 April 2019)

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

City Services

Domestic Animal Services

Operations Manager

Bryan Geoghegan: 835-87002

From: General Service Officer Level 5/6 \$54,363 - \$59,829

Environment, Planning and Sustainable Development

To: †Administrative Services Officer Class 5 \$77,155 - \$81,668

Transport Canberra and City Services, Canberra (PN. 39672) (Gazetted 5 March 2019)

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

City Services

Domestic Animal Services

Operations Manager

Thomas James Gibbs: 821-22182

From: General Service Officer Level 7 \$61,688 - \$65,144

Environment, Planning and Sustainable Development

To: †Administrative Services Officer Class 5 \$77,155 - \$81,668

Transport Canberra and City Services, Canberra (PN. 09804) (Gazetted 5 March 2019)

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

Suburban Land Agency

Development Delivery Group

Greenfields

Gareth Andrew Burdon: 846-97078

From: Senior Officer Grade A \$143,116

Transport Canberra and City Services

To: †Infrastructure Manager/Specialist 1 \$159,433

Suburban Land Agency, Canberra (PN. 41593) (Gazetted 4 February 2019)

Canberra Health Services

Canberra Hospital and Health Services

Caroline Fittler: 740-97116

From: Health Professional Level 2 \$61,784 - \$84,816

Canberra Health Services

To: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 27461) (Gazetted 29 April 2019)

Canberra Hospital and Health Services

Nicole Kuchlmayr: 261-62366

From: Dental Assistant - Qualified \$52,996 - \$61,965

Canberra Health Services

To: Administrative Services Officer Class 3 \$62,530 - \$67,296

Canberra Health Services, Canberra (PN. 44184)

Canberra Hospital and Health Services

Helen Matthews: 741-04355

From: Health Professional Level 5 \$118,319 - \$133,197

Canberra Health Services

To: †Health Professional Level 6 \$137,415

Canberra Health Services, Canberra (PN. 42740) (Gazetted 21 March 2019)

Canberra Hospital and Health Services

Rohan Samara: 839-26246

From: Administrative Services Officer Class 6 \$83,135 - \$95,146
Canberra Health Services
To: †Senior Officer Grade C \$104,630 - \$112,626
Canberra Health Services, Canberra (PN. 11723) (Gazetted 14 March 2019)

Canberra Hospital and Health Services

Catherine Whitehead: 858-52690

From: Registered Nurse Level 3.1 \$105,372 - \$109,709
Canberra Health Services
To: †Registered Nurse Level 3.2 \$119,122
Canberra Health Services, Canberra (PN. 18530) (Gazetted 11 April 2019)

Canberra Hospital and Health Services

Kellie Bracher: 840-50784

From: Administrative Services Officer Class 3 \$62,530 - \$67,296
Canberra Health Services
To: Administrative Services Officer Class 6 \$83,135 - \$95,146
Canberra Health Services, Canberra (PN: 11914) (Gazetted 18/04/2019)

ACT Health

ACT Health Directorate

Alice Ringland: 846-99671

From: Administrative Services Officer Class 4 \$69,422 - \$75,169
ACT Health
To: Administrative Services Officer Class 5 \$77,155 - \$81,668
ACT Health, Canberra (PN. 13661) (Gazetted 29 March 2019)