



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 23 November 2017**

## VACANCIES

### Calvary Health Care ACT (Public)

#### **Infection Control**

##### **Nurse Unit Manager**

##### **Registered Nurse 4 G2 \$122,486, Canberra (PN: TBA)**

Gazetted: 29 November 2017

Closing Date: 29 November 2017

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

Contact Officer: Kylee Gardiner [Kylie.Gardiner@calvary-act.com.au](mailto:Kylie.Gardiner@calvary-act.com.au)

Reference Number: 16261

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

### Canberra Institute of Technology

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

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

#### **Health Community and Science**

##### **Community Work**

##### **Community Work Teacher**

##### **Teacher Level 1 \$70,519 - \$94,094, Canberra (PN: 51188, several)**

Gazetted: 23 November 2017

Closing Date: 7 December 2017

Details: Canberra Institute of Technology (CIT) Community Work Department is seeking experienced people with professional knowledge and practical experience in the development and delivery appropriate to teaching a range of Community Work training programs with an emphasis on Mental Health; Alcohol and Other Drugs competencies to the level of the Diploma qualification or above to adult learners. At least five years vocational experience in the community sector is required and workplace teaching/training experience. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Mandatory qualifications and/or registrations/licensing: New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first 12 months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015.

Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or its successor). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or its successor). Industry Experience: All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

Desirable: Tertiary qualifications relevant to the community services sector including competencies equivalent to those delivered in the relevant Vocational Education and Training (VET) qualifications from Certificate III to Diploma. At least five years relevant vocational/industrial professional experience in two of the following fields: Alcohol and other drug work, community development, community services, mental health and/or youth work.

Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People*

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

Note: These positions are for temporary filling for a period of one year with the possibility of extension up to but not exceeding five years in total. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.

Contact Officer: Sarah Silver (02) 6207 4354 sarah.silver@cit.edu.au

## **Business, Tourism and Accounting**

### **Accounting, Bookkeeping and Legal Services**

#### **Accounting Teacher**

##### **Teacher Level 1 \$70,519 - \$94,094, Canberra (PN: 51501)**

Gazetted: 24 November 2017

Closing Date: 8 December 2017

Details: The Canberra Institute of Technology (CIT) Accounting, Bookkeeping and Legal Services department requires a highly skilled and motivated educator with experience in the vocational education and training sector to assist with tasks including teaching across a range of program levels, counselling and advising students on their programs of study, developing training and assessment tools and undertaking competency mapping, developing educational resource material and assisting in promoting the College in liaison with industry and the community. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/ Other Requirements: New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment (TAE40110) qualification or its successor, within the first twelve (12) months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015 Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or equivalent). In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Bachelor Degree in Commerce, Arts (Accounting), Economics or similar or a post graduate qualification in Finance, Accounting or related area is desirable.

Note: This is a temporary position available for 12 months with the possibility of extension up to but not exceeding five years.

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

## **Student and Academic Services**

### **Student Services**

#### **Assistant Team Leader - Shop Front**

##### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 16465)**

Gazetted: 24 November 2017

Closing Date: 1 December 2017

Details: Applications are invited from self-motivated candidates with a drive to achieve excellence in customer service in line with the Canberra Institute of Technology (CIT) Client Service Charter and Client Service Standards. With a number of teaching areas located on campus, the suitable candidate will be skilled in building and maintaining positive working relationships with a range of CIT staff. The position requires supervision of staff activities including monitoring counter duties and transactions, staff rostering and ensuring a safe environment for all staff and students. Other duties include monitoring and recommending improvements to current procedures, policies and service delivery. This position could be located on any CIT Student Services campus. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/ Other Requirements: An ability to work shifts is required; sound knowledge of the student administration system admissions and enrolments and accounts receivable and receipting functions are highly desirable.

Contact Officer: Amelia Scicluna (02) 6207 3451 amelia.scicluna@cit.edu.au

### **Chief Minister, Treasury and Economic Development**

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

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

#### **Executive Director, Economic and Financial Group**

**Executive Level 2.6 \$313,260 - \$327,383 depending on current superannuation arrangements, Canberra (PN: E391)**

Gazetted: 28 November 2017

Closing Date: 12 December 2017

Details: Are you an experienced executive? Do you have the capacity to provide high level economic, revenue and financial advice to Government? Do you have excellent policy and numerical skills? Do you want to be part of the central policy agency for the ACT Government?

ACT Treasury, a stream of the Chief Minister, Treasury and Economic Development Directorate, is seeking an appropriately qualified person to fill the position of Executive Director, Economic and Financial Group for a period of extended acting.

Economic and Financial Group provides advice on the ACT economy, taxation, competition and economic policy, federal financial relations, the management of the ACT's assets and liabilities, oversight of government business enterprises, financial and accounting frameworks and the compulsory third party insurance and long-term care schemes.

As the Executive Director, you will be responsible for leading the Economic and Financial Group, advising the Government and agencies on economic, revenue, federal financial relations, and financial management issues. The successful applicant would be expected to maintain the high standards set in the division and engage across the directorate more broadly as part of the senior executive team. Applicants should have an established record in developing economic and/or financial policy, excellent leadership credentials and a commitment to public service integrity. You should also have a strong focus on results and be experienced in maintaining effective working relationships with stakeholders.

Eligibility/Other Requirements:

Applicants should have;

leadership and executive management experience;

an established record in developing and implementing public policy, economic and/or financial advice;

a strong focus on results and experience in maintaining effective working relationships with stakeholders; and relevant tertiary qualifications.

Remuneration: The position attracts a remuneration package ranging from \$313,260 to \$327,383 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$256,796.

Contract: The successful applicant will be engaged under a performance based contract for a period up until 30 June 2018.

Contact Officer: Further information about the position is available from Stephen Miners, Deputy Under Treasurer, Economic, Budget and Industrial Relations [stephen.miners@act.gov.au](mailto:stephen.miners@act.gov.au) (02) 6207 5071

#### **Executive Director, Finance and Budget**

**Executive Level 2.5 \$273,021 - \$285,142 depending on current superannuation arrangements, Canberra (PN: E1048)**

Gazetted: 28 November 2017

Closing Date: 12 December 2017

Details: Are you an experienced executive? Do you want to play a key role in assisting government decision making? Do you have excellent policy and numerical skills? Do you want to be part of the central policy agency for the ACT Government?

ACT Treasury, a stream of the Chief Minister, Treasury and Economic Development Directorate, is seeking an appropriately qualified person to fill the position of Executive Director, Finance and Budget Division. The Finance and Budget Division provides policy and financial advice to the ACT Government and directorates, monitors the Territory's Infrastructure Program and develops the Territory's budget.

As the Executive Director, you will be responsible for leading the Finance and Budget Division, play a central role in helping the government formulate and manage its budget and provide policy advice on a wide range of issues on which the government is making decisions. The successful applicant would be expected to maintain the high standards set in the division and engage across the directorate more broadly as part of the senior executive team. Applicants should have an established record in developing and implementing public sector policy, strong budget, financial management and/or numerical skills, excellent leadership credentials and a commitment to public service integrity. You should also have a strong focus on results and be experienced in maintaining effective working relationships with stakeholders.

Remuneration: The position attracts a remuneration package ranging from \$273,021 to 285,142 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$220,381.

Contract: The successful applicant will be engaged under a performance based contract for up to five years.

Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

Contact Officer: Further information about the position is available from Stephen Miners, Deputy Under Treasurer, Economic, Budget and Industrial Relations [stephen.miners@act.gov.au](mailto:stephen.miners@act.gov.au) (02) 6207 5071

## **Workplace Safety and Industrial Relations**

### **Public Sector Workforce Health**

#### **Senior Manager**

#### **Senior Officer Grade A \$137,415, Canberra (PN: 33624)**

Gazetted: 23 November 2017

Closing Date: 14 December 2017

Details: The Workplace Safety and Industrial Relations Division is seeking a collaborative and dynamic leader for a new team, which will bring together responsibility for its public sector workforce health, wellbeing, safety and injury recovery policies and programs. The new Public Sector Workforce Health Team will advocate for a public sector culture of care, to minimise the adverse health and economic consequences of work injury and illness. During 2018 the Team will be focused on assisting the public sector to prevent work injuries by developing a whole of government injury prevention strategy and modernising the whole of government work safety framework. The successful applicant will have a strong personal commitment to helping others and skills in strategic policy reform and change management. The 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: Experience in similar senior leadership roles or tertiary qualifications in Work Safety Management will be highly regarded.

Contact Officer: Mikaela Turner (02) 6207 7192 [mikaela.turner@act.gov.au](mailto:mikaela.turner@act.gov.au)

## **Access Canberra**

### **Construction, Environment and Workplace Protection**

#### **WorkSafe ACT**

#### **Deputy-Director**

#### **Senior Officer Grade A \$137,415, Canberra (PN: 35631)**

Gazetted: 27 November 2017

Closing Date: 11 December 2017

Details: Deputy Director, Construction, Environment and Workplace Protection. Access Canberra has an opportunity for the right person to significantly contribute to the running of the Territory's workplace safety regulator, WorkSafe ACT. We are looking for a flexible, solutions-focused leader who writes well and has a sound understanding of good governance to fill the position of Deputy-Director, WorkSafe ACT. The role works very closely with the Work Safety Commissioner. While the job can be intense at times it offers a level of job satisfaction not seen in many other parts of Government. The work of your team is directly contributing to the safety of others at work; ensuring they go home safely at the end of the day.

Eligibility/Other Requirements: Past experience in workplace safety regulation will put you in good stead to hit the ground running in this fast-paced role, but is not essential. What is essential is the ability to work with others while implementing change, and to lead from the front. The ability to implement good governance, that aligns with Access Canberra frameworks, will be a key responsibility of the successful person. The work of the division gets a lot of attention, so a cool head and the ability to think on your feet will come in handy.

Note: This is a temporary position for six months with the possibility of extension. If you think you have what we need please submit your response to the selection criteria (three page limit) along with your current curriculum vitae.

Contact Officer: Greg Jones (02) 6205 9873 greg.jones@act.gov.au

## **Shared Services**

### **Strategic Finance**

#### **Financial Services**

#### **Financial Controller/Senior Manager**

#### **Senior Officer Grade A \$137,415, Canberra (PN: 13330)**

Gazetted: 29 November 2017

Closing Date: 14 December 2017

Details: An opportunity is available for a suitably qualified and experienced person to join the Shared Services Strategic Finance team in taking a senior hands on and leadership role. The role is responsible for leading a wide range of financial and administrative tasks relating to the Shared Services Strategic Finance operation. First and foremost is the requirements to be both a strategic thinker and doer who can look into and across the business to identify and drive opportunities for improvement. The role will be required to oversee asset and project accounting, billing, receivables management, costing and analysis, general financial administration and will also provide a strong link to our financial reporting and budgeting team. This role will also be responsible for driving a wide range of reforms around internal quality assurance, governance, better practice business process management and many other related tasks. This role will suit a pragmatic and business minded person who is able to cast their thinking in all directions, can drive strategy, will openly challenge the existing environment and will continue to look for new and better ways to do things. Innovative and creative individuals with the right level of demonstrated experience in business and financial management will be strong candidates. The ability to explore, analyse and succinctly articulate issues in written or oral form is a paramount requirement, always striving toward better or best practice the role will suit an inquisitive person who enjoys working as a part of a friendly multi-faceted team and who thrives on interacting with others at all levels and across many disciplines. This position is directly responsible for around 14 staff members from the Administrative Service Officer 4 to the Senior Officer Grade B level. Liaising with various internal and external stakeholders will require senior management level communication skills. Similarly, senior management level skills in liaison, relationship development and management are also required. Managing competing and changing priorities will be an ongoing requirement over the tenure. Substantial technical capability will need to be demonstrated as will be the ability to look in depth into processes, practices and procedures that impact on Shared Services service capability. The 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.

Note: This is a temporary position available until 29 June 2018. The position is available for immediate filling and ideally, applicants should be available to commence duty immediately or within two to three weeks from the closing date of the expression of interest. There is a possibility of the position becoming permanently available where this selection process may be referred to. Where necessary, interviews will be conducted as soon as possible however selection may be based on application and/or by consulting referees only. This role is located in Winyu House in Gungahlin, ACT requiring attendance around standard business hours and flexible working/attendance arrangements are available. Winyu House adjoins a major shopping precinct, is close to major and suburban public transport routes and free car parking is currently available. Written referee reports are not required to accompany applications and may be called for at a later date. A three page (maximum) expression of interest addressing the selection criteria highlighting skills, experience and aptitude bearing in mind the requirements of the duties specified in the Position Description and accompanied by a separate Curriculum Vitae must be received by no later than the advertised closing date. The selection process will also incorporate direct reference to the content of the advertisement. Late applications or applications not received by this time and date will not be accepted.

Contact Officer: Ross Burton (02) 6207 5863 ross.burton@act.gov.au

**Shared Services**

**Strategic HR and Corporate  
Workforce and Business Planning**

**Manager, Workforce and Business Support**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 38990)**

Gazetted: 24 November 2017

Closing Date: 8 December 2017

**Details:** Apply your expert HR knowledge and skills by joining this high performing HR team to strategically support the ACT government workforce. The Shared Services division within Chief Minister, Treasury and Economic Development (CMTEDD) provides strategic, technical, tactical and transactional support for ICT, finance, human resource and commercial services to ACT Government Directorates. The Strategic HR and Corporate team provides advice and guidance to Shared Services business units on HR strategy, change management and corporate management with a focus on being a valued business partner. As Manager, Workforce and Business Support, you will play an influential leadership role in supporting the implementation of the Shared Services Workforce Strategy. The role is responsible for developing policy and guidance material as well as advising and supporting the executive and senior managers with Workforce Planning and Succession Planning. To ensure that planning is based on accurate information, there is an element of data analytics and reporting in the position. You will also lead a small team who co-ordinate facilities, fleet and accommodation. Chief Minister, Treasury and Economic Development 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.

Contact Officer: Al McLean (02) 6207 2260 al.mclean@act.gov.au

**Corporate**

**Corporate Management**

**Corporate and Coordination Services**

**Team Lead, Ministerial and Coordination Services**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 30567)**

Gazetted: 24 November 2017

Closing Date: 1 December 2017

**Details:** The Corporate and Coordination Services Unit of the Chief Minister, Treasury and Economic Development Directorate is seeking a suitable qualified person to lead the Ministerial and Coordination Services Team. The key focus of the team is to provide Ministerial, Executive and Government business tracking, and coordination and reporting. The successful application will be able to maintain high quality customer service, and develop and maintain strong professional relationships with colleagues within and across Government and the Directorate. The Team Lead will manage the operations of the Directorate's Ministerial team to proactively respond to Ministerial requests in a timely manner, develop policies and procedures and ensure all aspects of the roles and responsibilities of the team are undertaken to provide high quality customer services to directorate business units. Other duties also include assisting with Open Access requirements, accounts payable functions and coordinating secretariat support for Governance Committees as required. 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 from 7 December 2017 until 10 October 2018.

Contact Officer: Tracey Henry (02) 6207 3764 tracey.henry@act.gov.au

**ACT Property Group**

**Maintenance and Project Team**

**Project Team**

**HVAC Project Officer**

**Infrastructure Officer 2 \$79,919 - \$91,947, Canberra (PN: 15680)**

Gazetted: 28 November 2017

Closing Date: 12 December 2017

Details: ACT Property Group is a flexible and agile workforce that provides high level customer service and support to our clients. We are seeking an enthusiastic and professional Project Officer to facilitate the delivery of cost effective, timely and quality project management services. As a Heating, Ventilation and Cooling (HVAC) Project Officer, you will be required to oversee the delivery of multiple HVAC capital, minor works, maintenance and repairs to client's assets in accordance with their programs and expectations. You will also be required to provide technical and expert advice on HVAC issues to clients ensuring compliance with relevant industry legislation, standards and guidelines. The 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: Current driver's licence; Technical/Trade certificate in HVAC related work or relevant tertiary qualifications in the HVAC industry. Desirable: Certificate IV Project Management; Certificate IV WHS; Knowledge of hazardous materials management/removal; Contract Management.

Contact Officer: Robert Schaidreiter (02) 6213 0746 robert.schaidreiter@act.gov.au

### **Commercial Services and Infrastructure**

#### **Procurement, Property and Venues**

#### **Goods and Services Procurement**

#### **Procurement Policy Officer**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 11066)**

Gazetted: 27 November 2017

Closing Date: 11 December 2017

Details: An exciting opportunity exists for an accomplished and motivated Procurement Policy Officer at the Administrative Services Officer Class 6 (ASO6) level to join Goods and Services Procurement, and support the Policy and Capability Development team. Working primarily with the Procurement Policy and Capability Development team, the successful applicant will support the day to day operations of the branch, including the development and implementation of relevant procurement related policy aimed at achieving better procurement outcomes across the Territory. Chief Minister, Treasury and Economic Development 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.

Contact Officer: Rita Brokans (02) 6207 7942 rita.brokans@act.gov.au

### **Access Canberra**

#### **Licensing and Registrations**

#### **Business Support and Training**

#### **Training Officer**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 01870)**

Gazetted: 24 November 2017

Closing Date: 1 December 2017

Details: We are looking for an energetic and results driven person to fill the position of the Training Officer working in the Business Support Team with multiple priorities varying from managing stakeholders, developing and facilitating training courses and working on the Helpdesk whilst drafting standard operating procedures for front end system users. This team works in a fast-paced environment, researching and implementing solutions in rego.act. Help and Sharepoint tool to reflect policy, legislative and client needs. The 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: Certificate IV in Training and Assessment is highly desirable.

Contact Officer: Hayley Eastman (02) 6207 0403 hayley.eastman@act.gov.au

### **Infrastructure Finance and Capital Works**

#### **Operations**

#### **Operations and Contracts and Governance**



### **Executive Assistant**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 01937)**

Gazetted: 24 November 2017

Closing Date: 8 December 2017

Details: The Operations Division within Infrastructure Finance and Capital Works is seeking a highly motivated Executive Assistant to provide high-level administrative support to the Executive Director, Operations and the Director, Governance and Contracts. The role includes the prioritising and monitoring of tasks and work activities, tracking and managing of incoming and outgoing documentation, preparing correspondence, undertaking research as required and developing and maintaining effective administrative systems and practices. 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: Familiarity with the Total Records Information Management (TRIM) and Windows-based Raman Environment (WIRE) correspondence tracking systems would be an advantage.

Note: Applications addressing the Selection Criteria are sought from potential candidates and should include contact details of at least two referees and a current curriculum vitae.

Contact Officer: Matt Kendall (02) 6205 7200 matt.kendall@act.gov.au

### **Corporate**

#### **People and Capability**

##### **Human Resource Advisor**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 36257)**

Gazetted: 28 November 2017

Closing Date: 5 December 2017

Details: The Chief Minister, Treasury and Economic Development Directorate, People and Capability Branch are seeking a motivated person to fill the role of Human Resource Advisor. Working as part of a small team this position is responsible for the coordination and processing of executive actions for the Directorate, preparing monthly and quarterly reports on CMTEDD HR priorities as well as providing generalist HR advice on recruitment, delegations, position management and performance. The successful applicant will have an understanding of ACTPS HR legislation, frameworks and Enterprise Agreements. The 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: Previous experience working within the public service in a HR environment would be an advantage.

Note: This is a temporary position available for a period of six months with the possibility of extension and/or permanency from this process. Applicants are requested to submit their Curriculum Vitae, contact details of two referees and a one page response addressing the selection criteria, highlighting examples of their knowledge and experience.

Contact Officer: Cameron Bertrand-Bruce (02) 6207 9160 cameron.bertrand-bruce@act.gov.au

### **Enterprise Canberra**

#### **VisitCanberra**

##### **Production and Industry Development**

##### **Digital Database Coordinator**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 16868)**

Gazetted: 24 November 2017

Closing Date: 8 December 2017

Details: VisitCanberra is looking for an enthusiastic, dedicated individual to join the Strategic Partnerships and Visitor Services team as our Digital Database Coordinator. This role works with the Canberra Region tourism industry to improve the quality and quantity of the content for publishing on VisitCanberra's key digital channels, and is responsible for the day-to-day administration of the Digital Asset Management System. To be successful, you will have experience with digital marketing databases and asset management systems, you will be able to project manage and deliver to achieve great outcomes, you will be proficient in industry-standard graphics software, able to facilitate informal training sessions, workshops and webinars and have great communications

skills. A knowledge of the Canberra Region tourism industry is preferred but not essential. This is a busy role and a fantastic opportunity to grow your digital skills and tourism industry knowledge. The 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.

Contact Officer: David Barker (02) 6207 0760 david.barker@act.gov.au

## **Infrastructure Finance and Capital Works**

### **Commercial Infrastructure**

#### **Assistant Project Officer**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 01930)**

Gazetted: 24 November 2017

Closing Date: 8 December 2017

Details: The Commercial Infrastructure Unit of Infrastructure Finance and Capital Works is seeking a highly motivated Assistant Project Officer to provide administrative support to the Education and Training Directorate team with the primary focus on the North Gungahlin P-6 School and other upcoming school projects. The role is responsible for assisting with the compilation of procurement documentation, attending project meetings and workshops, preparing and distributing meeting agendas and minutes and providing administrative assistance with invoice payments and filing. 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: Familiarity with the Total Records Information Management (TRIM) and Windows-based Raman Environment (WIRE) correspondence tracking systems would be an advantage.

Note: Applications addressing the Selection Criteria are sought from potential candidates and should include contact details of at least two referees and a current curriculum vitae.

Contact Officer: Kylie Deane (02) 6205 3891 kylie.deane@act.gov.au

## **Community Services**

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

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

### **Children, Youth and Families**

#### **Child and youth Protection Services**

#### **Practice and Performance, Therapeutic Assessment**

#### **Team Leader, Therapeutic Assessment**

#### **Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 35156)**

Gazetted: 24 November 2017

Closing Date: 12 December 2017

Details: The Health Professional Level 4 (HP4) Team Leader role is focussed on providing strong leadership to a multidisciplinary team undertaking appropriate developmental and therapeutic assessments. The Team Leader will have a varied workload, training opportunities, and will work closely with Melaleuca Place, a trauma-targeted intervention service. Experience working with children and families presenting with multiple and complex needs and an understanding of developmental trauma is strongly desired. The team will also contribute to the work of Child and youth Protection Services by: actively participating in developing and refining the service model; participating in an evaluation of the new framework; and generally contributing to the program development. An understanding of trauma on cultural groups such as the ATSI community and its impact on service delivery.

Eligibility/Other Requirements: Essential: Relevant tertiary qualifications e.g. in Social Work, Psychology or an allied health position (speech pathologist, occupational therapist) and a minimum. At least five years practice experience working with children, young people and their carers or families and a current driver's licence. Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background

Checking) Act 2011 may be required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)  
Contact Officer: Angela Curcio (02) 6205 4081 cypsrecruitment@act.gov.au

### **Housing and Community Services**

#### **Housing ACT**

##### **Directorate Liaison Officer**

##### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 22000)**

Gazetted: 29 November 2017

Closing Date: 6 December 2017

Details: The primary role of the position is to act as Directorate Liaison Officer (DLO) for the Minister for Housing and Suburban Development at the Legislative Assembly. This position also currently acts as the DLO for the smaller Ministerial portfolio areas of Women, the Prevention of Domestic and Family Violence and Veterans and Seniors. As DLO, the occupant of this position is required to facilitate and support direct communication and policy advice between the Directorate and the Minister's Office, and other Ministers' Offices as necessary. The DLO provides specialist assistance in matters relating to Cabinet, the Legislative Assembly, constituent meetings and functions. The DLO is also responsible for answering enquiries/complaints from members of the community regarding matters relating to housing and homelessness. Applicants should have excellent written and oral communication skills as well as excellent customer service skills, the ability to analyse and research information, prioritise workloads and liaise with staff at all levels of the Directorate and the Legislative Assembly.

Note: This is a temporary position available from 14 December 2017 until 30 June 2018.

Contact Officer: Tracey Lianos (02) 6207 1396 tracey.lianos@act.gov.au

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

#### **Melaleuca Place**

##### **Social Worker/Psychologist**

##### **Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 33738)**

Gazetted: 23 November 2017

Closing Date: 7 January 2018

Details: The purpose of the position is to provide evidence-informed intervention within a small multidisciplinary team. This will involve trauma specific therapeutic support to children who have experienced complex trauma as a result of abuse and neglect and are current clients of the statutory services. In addition, the position will also provide trauma specific training and education opportunities for carers and professionals working directly with children and young people.

Eligibility/Other Requirements: Essential qualifications and experience: Social Work: Social Work Degree with eligibility for membership of the Australian Association of Social Workers plus a minimum of three years of practice experience in a relevant field. Clinical Psychologist/Psychologist: generalist or a specialist registration as a Psychologist with the Australian Health Practitioner Regulation Agency (APHRA) plus a minimum of three years practice in a relevant field. Current driver's licence and prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to

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

Contact Officer: Angela Curcio (02) 6207 1842 angela.curcio@act.gov.au

### **Children, Youth and Families**

#### **Children and Families**

##### **Child Development Service**

##### **Psychologist**

##### **Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 36152, several)**

Gazetted: 23 November 2017

Closing Date: 1 December 2017

Details: The psychologist will provide clinical services within a community based, multidisciplinary team within the Child Development Service. The successful psychologist will be involved in providing assessment of children who

have been referred for Autism Spectrum Disorder (ASD) assessment (including consideration of possible differentials) and may also provide assessment of children's development. The psychologist will support children's movement through the service system and provide advice and expertise in clinical decision making to plan service delivery, programing and policy development. Professionals at this level are expected to exercise independent professional judgement required in solving problems and managing complex cases where principles, procedures, techniques and methods require expansion, adaptation or modification.

Eligibility/Other Requirements: Essential: Relevant tertiary qualifications in Psychology; full registration with AHPRA; at least three years recent practice experience working with children and their carers or families; current driver's licence. Highly Desirable: Demonstrated experience in a broad range of early intervention clinical service delivery areas within a multidisciplinary team, including recent experience in Autism Spectrum Disorder Assessment; demonstrated experience in providing leadership and or the relevant skills and abilities required to supervise allied health professionals, professional officers and staff in community based services.

Note: This is a temporary position available until December 2018 with the possibility of extension and/or permanency. Applications should include the names of two current supervisors as referees.

Contact Officer: Michelle Simon (02) 6205 1277 michelle.simon@act.gov.au

## **Housing and Community Services**

### **Housing ACT**

#### **Social Housing and Homelessness Services**

##### **Senior Policy Officer**

##### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 13391, several)**

Gazetted: 27 November 2017

Closing Date: 4 December 2017

Details: Senior Policy Officer's in Social Housing and Homelessness Services contribute to contract management and program development for homelessness services in the ACT. The occupant of this position administers service funding agreements with community organisations; manages organisational and departmental compliance with contractual obligations, and contributes to human services policy development.

Eligibility/Other Requirements: The successful applicant will possess a knowledge of human services policy development, as well as contracting and negotiation skills.

Contact Officer: Huyen Truong (02) 6205 4653 huyen.truong@act.gov.au

## **Children, Youth and Families**

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

#### **Legal Services**

##### **Interstate Liaison Officer**

##### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 07817)**

Gazetted: 24 November 2017

Closing Date: 12 December 2017

Details: The Interstate Liaison Officer position is responsible for co-ordinating requests for information including subpoenas from child welfare agencies, commonwealth agencies, police and the Courts. The Interstate Liaison Officer is responsible for liaising with interstate counterparts in relation to the facilitation of transfer of child welfare orders and case work responsibilities between the ACT and other jurisdictions. The position will also provide assistance and support to the other members of the Legal Services team as required. The position is required to handle sensitive and protected information and will be required to fulfil the role in line with legislation, policy, procedures and protocols.

Eligibility/Other Requirements: Experience and/or desire to work in a community services environment is essential. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is mandatory. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Contact Officer: Anne Saunderson (02) 6207 0661 anne.saunderson@act.gov.au

## **Education**

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

**Office for Schools**

**South/Weston Network**

**Melrose High School**

**Executive Teacher – Special Needs**

**School Leader C \$115,778, Canberra (PN: 03738)**

Gazetted: 27 November 2017

Closing Date: 4 December 2017

Details: As a member of the Executive team, provide leadership in the development, implementation and achievement of school and system priorities including the effective implementation of Professional Learning Communities (PLC). Lead the Melrose High School Special Needs Faculty to support staff with the ongoing implementation of personalised learning, 21st Century pedagogy and assessment; provide positive leadership and role-modelling for staff in teaching, learning and pastoral care of students; lead the school in developing teachers use of assistive technology, the Response to Intervention (RTI) model and literacy and numeracy co-ordination. A teaching load commensurate with skills abilities and perform other cross-school roles as directed by the Principal. 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 teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is mandatory. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Simon Vaughan (02) 6142 0700 [simon.vaughan@ed.act.edu.au](mailto:simon.vaughan@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.

**Office for Schools**

**North Gungahlin**

**Palmerston District Primary School**

**Executive Officer**

**School Leader C \$115,778, Canberra (PN: 02279)**

Gazetted: 29 November 2017

Closing Date: 6 December 2017

Details: As a member of the Executive Team, contribute to the development and achievement of whole-school strategic goals and the implementation of the School Plan. Manage a teaching team and resources in line with the school plan, coach and mentor teachers across the school.

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 full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is mandatory. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a permanent role commencing 26 January 2018.

Contact Officer: Kate Flynn (02) 6142 1440 [kate.flynn@ed.act.edu.au](mailto:kate.flynn@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.

**Office for Schools**

**South and Weston Network**

**Melrose High School**

**Executive Teacher Science and School Administration**

**School Leader C \$115,778, Canberra (PN: 12005)**

Gazetted: 24 November 2017

Closing Date: 1 December 2017

Details: Lead the Melrose High School Science Faculty to support staff with the ongoing implementation of the Australian Curriculum, 21st Century pedagogy and assessment; lead and manage the School Administration System (SAS) across the school and the team responsible for implementation and data interpretation and management; lead the team responsible for timetabling and assessment; provide positive leadership and role-modelling for staff in teaching, learning and pastoral care of students. As a member of the Executive team, provide leadership in the development, implementation and achievement of school and system priorities including the effective implementation of Professional Learning Communities (PLC); a teaching load commensurate with skills and abilities and perform other cross-school roles as directed by the Principal.

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 full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Simon Vaughan (02) 61420700 [simon.vaughan@ed.act.edu.au](mailto:simon.vaughan@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.

#### **Office for Schools**

##### **South and Weston Network**

##### **South and Weston Network**

##### **Executive Teacher Maths and Digital Pedagogies - Melrose High School**

##### **School Leader C \$115,778, Canberra (PN: 02651)**

Gazetted: 24 November 2017

Closing Date: 1 December 2017

Details: Lead the Melrose High School Maths and IT Faculty to support staff with the ongoing implementation of the Australian Curriculum, 21st Century pedagogy and assessment; lead and manage the implementation of BYOD, Digital Pedagogies and GAFE across the school; lead the team responsible for developing, reviewing and improving the use of digital learning environments and tools; lead and manage school Events and Public Relations portfolio (note includes management of Social Media Platform); provide positive leadership and role-modelling for staff in teaching, learning and pastoral care of students. As a member of the Executive team, provide leadership in the development, implementation and achievement of school and system priorities including the effective implementation of Professional Learning Communities (PLC). A teaching load commensurate with skills and abilities and perform other cross-school roles as directed by the Principal.

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 full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is mandatory. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Simon Vaughan (02) 6142 0700 [simon.vaughan@ed.act.edu.au](mailto:simon.vaughan@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.

#### **Office for Schools**

##### **Belconnen Network**

##### **Macquarie Primary school**

##### **Classroom Teachers - Macquarie Primary school**

##### **Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 07221, several)**

Gazetted: 27 November 2017

Closing Date: 4 December 2017

Details: Opportunities exist for Classroom Teachers to work in an inclusive environment emphasising inquiry, personalised learning and community engagement and interdependence.

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

Note: These are temporary positions commencing 27 January 2018 until 26 January 2019.

Contact Officer: Wendy Cave (02) 6142 1550 wendy.cave@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.

#### **Office for Schools**

##### **North/Gungahlin Network**

##### **Gungahlin College**

##### **Classroom Teacher - Gungahlin College**

##### **Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 25265)**

Gazetted: 24 November 2017

Closing Date: 1 December 2017

Details: Gungahlin College is seeking an enthusiastic and outstanding teacher of English. The ability to teach History is desirable.

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 full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is mandatory. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position available 27 January 2018 until 26 January 2019.

Contact Officer: Michael Lemmey (02) 6142 1000 michael.lemmey@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.

#### **Office for Schools**

##### **South Weston Network**

##### **Narrabundah College**

##### **Classroom teacher - Chemistry and Physics**

##### **Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 08313)**

Gazetted: 28 November 2017

Closing Date: 6 December 2017

Details: Narrabundah College is a large, international college with approximately 950 Year 11 and 12 students. The college offers students the opportunity to study the ACT Senior Secondary Certificate, the International Baccalaureate, The French Baccalaureate Diploma and a range of nationally recognised vocational education and training qualifications. We are looking for a Teacher of Chemistry and Physics who will be willing to teach and prepare students for International Baccalaureate (IB) examinations in these subject areas.

Eligibility/Other Requirements: The successful applicant will have suitable qualifications and/or experience in teaching Chemistry and Physics at a senior secondary level, preferably with IB experience. A minimum of four 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 (or eligibility for teacher registration with the ACT Teacher Quality Institute). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is mandatory. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position commencing 31 January 2018 until 26 January 2019.

Contact Officer: Tom Kobal (02) 6142 3200 tom.kobal@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

**Office for Schools  
Tuggeranong Network  
Fadden Primary School  
K-6 Teacher**

**Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 05976)**

Gazetted: 28 November 2017

Closing Date: 5 December 2017

Details: At Fadden Primary School we focus on the academic, physical, social and emotional development of students from Preschool to Year 6. We maintain high expectations for student's learning and interactions with others. Teachers provide learning programs which offer support as well as extension opportunities for students. Students have the opportunity to engage in a range of rich extra curricula events as well as their quality daily learning programs. Our ideal candidate is a passionate K-6 educator who is focused on building positive and engaging learning relationships with students and able to work collaboratively in a team.

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 teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is mandatory. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position commencing 27 January 2018 until 26 January 2019.

Contact Officer: Julie Dixon (02) 6205 6011 julie.dixon@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.

**Office for Schools  
South Weston Woden  
Torrens Primary School**

**Classroom Teacher -Torrens Primary School**

**Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 08761, several)**

Gazetted: 29 November 2017

Closing Date: 6 December 2017

Details: Torrens Primary is a Preschool to Year 6 School with collaborative teachers, working in teams to plan, teach and assess a differentiated curriculum using the Conceptual Framework. Partnering with families to meet the social and emotional needs of our students is a precursor to the excellent academic results achieved at Torrens. Torrens Primary is looking for dynamic, skilled teachers committed to advancing our school initiatives.

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 teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is mandatory. For further information on Working with Vulnerable People registration refer to -

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

Note: These are temporary positions commencing 27 January 2018 until 26 January 2019.

Contact Officer: Rachel Matthews (02) 6205 7411 rachel.matthews@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.

**Tuggeranong  
Gowrie Primary School  
Gowrie Primary**

**Learning Support Teacher Autism**

**Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 34807)**

Gazetted: 23 November 2017

Closing Date: 30 November 2017



Details: Gowrie Primary is seeking a Learning Support Autism Teacher. Interested applicants should have experience with working with children with autism or in a special education setting. A strong classroom practitioner with sound pedagogical knowledge of inquiry learning and formative assessment; ability to work as part of a collaborative special needs team; experience working with learning plans and making reasonable adjustments to individual programs. Working closely with families, therapists and other outside agencies to support to the needs of the students.

Eligibility/Other Requirements: Minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to

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

Note: This position commences in January 2018

Contact Officer: Simon Smith (02) 6205 7822 [simon.smith@ed.act.edu.au](mailto:simon.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.

## **Office for Schools**

### **North Gungahlin Network**

#### **Gold Creek School**

##### **Japanese Teacher - Gold Creek School**

##### **Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 16526)**

Gazetted: 29 November 2017

Closing Date: 6 December 2017

Details: Gold Creek School is a Primary to Year 10 School in the Gungahlin area that supports individualised learning through the implementation of International Baccalaureate programmes, as a framework for teaching the Australian Curriculum. We are committed to professional learning opportunities, collaboration, differentiation, inclusivity and working with our community. An opportunity exists for a Japanese and English as an additional Language or Dialect (EALD) teacher, to join our Primary campus team, working closely with others to maximise student potential. Desired areas of strength include student directed learning, differentiation, collaborative learning and formative and summative assessment. The successful applicant will have the skills in using the Australian Curriculum to meet the individual learning needs of students.

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 full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is mandatory. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position commencing 27 January 2018 until 26 January 2019 with the possibility of extension and/or permanency.

Contact Officer: Jacqueline Chapman (02) 6142 1340 [jacqueline.chapman@ed.act.edu.au](mailto:jacqueline.chapman@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.

## **Student Wellbeing**

### **Student Engagement**

#### **Network Student Engagement Team**

##### **Classroom Teacher - Early Childhood - SAP Program**

##### **Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 04661)**

Gazetted: 28 November 2017

Closing Date: 5 December 2017

Details: An exciting opportunity exists for a skilled Early Childhood Classroom Teacher to join the Student Engagement Branch in Disability Education's Support at Preschool (SAP) program. The SAP program provides consultancy support and professional learning to schools to support the inclusion of children who have significant developmental delay and disability within the preschool setting. The successful applicant will: value relationship building, diversity and have a strong commitment to inclusive education; build capacity of school teams to create

inclusive, engaging and accessible preschool programs; support schools to work collaboratively with parent/carers and other involved professionals; plan and deliver professional learning; support school teams to embed best practice universal strategies and support school teams to plan and support children's transitions.

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 teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is mandatory. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position commencing 29 January 2018 for a period of up to six months with the possibility of extension.

Contact Officer: Robyn Kitcher 0434 668 694 robyn.kitcher@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.

## **Business Services**

### **People and Performance**

#### **Workforce Strategy**

##### **Project Officer**

##### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 36790)**

Gazetted: 28 November 2017

Closing Date: 5 December 2017

Details: We are seeking a high performing Project Officer for a position in the Workforce Strategy Team, part of the People and Performance Branch in the Education Directorate. The People and Performance Branch is currently moving away from a compliance driven approach to a contemporary partnership model. The Workforce Strategy Section is a new group that will lead the development of plans and initiatives to ensure future workforce models and capability are focused on improving student outcomes.

Note: Responses to the Selection Criteria should be no more than two pages. Selection may be based on written application and referee reports only.

Contact Officer: Nicole Taylor (02) 6207 1173 nicolen.taylor@act.gov.au

## **Office for Schools**

### **North and Gungahlin Network**

#### **Dickson College**

##### **School Assistant - Dickson College**

##### **School Assistant 3 \$51,053 - \$54,947, Canberra (PN: 39664)**

Gazetted: 28 November 2017

Closing Date: 5 December 2017

Details: Dickson College requires a part-time flexible, experienced school assistant to perform the role of Staffing Officer. The successful applicant will have a high level of understanding of the school environment, proven excellence in customer service and have demonstrated a high level of competence in managing and prioritising administrative tasks. Under the direction of the Business Manager and College Deputy, the successful applicant will be responsible for meeting College staffing needs on a daily basis.

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

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

Note: This is a temporary position commencing 1 February 2018 until 1 February 2019 with the possibility of extension and/or permanency. This is a part-time position working 25 hours per week and the full-time salary noted above will be paid pro rata.

Contact Officer: Dr John Clink (02) 6142 0131 john.clink@ed.act.edu.au

## **Office for Schools**

### **Belconnen Network**

**Macgregor Primary School**  
**Learning Support Assistant**  
**School Assistant 2/3 \$45,058 - \$54,947, Canberra (PN: 13919, several)**

Gazetted: 23 November 2017

Closing Date: 7 December 2017

Details: Macgregor Primary School is seeking experienced, highly motivated and passionate people to work as part of a collaborative team to provide educational support to students with additional needs, social and emotional needs and disabilities. The successful applicants will possess sound communication and customer service skills and have the ability to work within a busy work environment. The successful applicant will work closely with and receive direction from the teacher in assisting with the management and learning of children. As a part of a team the assistant will assist with program material preparation; management of children's social, emotional and behavioural needs; and supervision of children on the playground and on excursions.

Eligibility/Other Requirements: Desirable: First Aid Certificate or a willingness to undertake appropriate training; willingness to undertake HAAS program training in relation to health care procedures/tasks; Certificate III or equivalent e.g Disability, Early Childhood Education and Care, Education Support, School Support Services. Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is mandatory. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: These are temporary positions commencing 31 January 2018 until 30 January 2019. These are part-time positions at 31:15 hours per week and the full-time salary noted above will be paid pro rata for part-time hours. Applicants are strongly encouraged to contact the Business Manager, Tanya Price for further information regarding this position. Selection may be based on written application and referee reports only. Please ensure that your referee contact details are listed on your Application Coversheet.

Contact Officer: Tanya Price (02) 6142 1600 tanya.price@ed.act.edu.au

**Environment, Planning and Sustainable Development**

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

**Environment**

**Heritage**

**Senior Manager ACT Heritage**  
**Senior Officer Grade A \$137,415, Canberra (PN: 03858)**

Gazetted: 28 November 2017

Closing Date: 12 December 2017

Details: ACT Heritage within the Environment Division of Environment, Planning and Sustainable Development Directorate is looking for a Senior Manager. The position reports to the Executive Director, Environment. Senior Managers work as members of an integrated leadership group in Environment. The Senior Manager, Heritage will lead, mentor, coach and support members of the team to ensure the effective recognition, registration, management and promotion of heritage places and objects, including Aboriginal places and objects. The position has responsibility as Secretary for the ACT Heritage Council. The Secretary has a range of delegated functions under the *Heritage Act 2004* including those in relation to Heritage Guidelines, the heritage registration process, advice about the effect of development on heritage significance, conservation management plans, restricted information and public consultation, including consultation with representative Aboriginal organisations. A team of qualified professionals including architects and archaeologists assist the Secretary with these functions.

Eligibility/Other Requirements: The successful candidate will have substantial experience in leadership and management. Skills, experience and qualifications in a heritage related field are highly desirable.

Contact Officer: Annie Lane (02) 6205 9027 annie.lane@act.gov.au

**Environment**

**Catchment Management and Water Policy**  
**Catchment Management**

**Program Officer, Catchment Education**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 37027)**

Gazetted: 24 November 2017

Closing Date: 7 December 2017

Details: Applications are invited to fill the position of Program Officer to manage the delivery of the ACT and Region Stormwater Education Program (H2OK-Keeping our Waterways Healthy) as part of the Catchment Management team. The successful applicant will have proven experience in coordinating and delivering education and behaviour change programs with high level written and oral communication skills. The person will have proven representation, coordination, negotiation and liaison skills in a variety of media. The Environment, Planning and Sustainable Development Directorate is a workplace that actively seeks to include, welcome and value unique contributions of all people. We encourage people with a disability, people from Aboriginal or Torres Strait Islander background, young people and people from culturally diverse backgrounds to apply for this position.

Eligibility/Other Requirements: Relevant qualifications and experience in environmental and/or natural resource management or project management, community engagement or communications is desirable. Some weekend or afterhours work may be required.

Note: This is a temporary position available until 30 June 2019 with the possibility of extension.

Contact Officer: Chris Glennon (02) 6205 9023 [chris.glennon@act.gov.au](mailto:chris.glennon@act.gov.au)

**Environment**

**Heritage**

**Conservation Officer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 16008, several)**

Gazetted: 29 November 2017

Closing Date: 13 December 2017

Details: ACT Heritage within the Environment Division EPSDD is looking for suitably qualified Officers to assist ACT Heritage and the ACT Heritage Council in the provision of heritage advice under the *Heritage Act 2004* on the assessment of heritage and cultural significance, heritage impacts of development proposals and the conservation of Aboriginal heritage places and objects within the ACT. The successful candidates will ideally have knowledge and understanding of Aboriginal and Torres Strait Islander societies and culture and an understanding of the contemporary issues effecting the management of Aboriginal heritage. Strong project management and representation skills are required, as are excellent customer service, time management and communication skills. The successful applicants will be able to demonstrate strong teamwork skills, as well as an ability to work independently.

Eligibility/Other Requirements: Essential appropriate qualifications and/or relevant experience in cultural heritage management including archaeology or a similar field.

Note: These are temporary part-time positions at 29:24 hours per week (four days) available until 1 June 2018. The full-time salary noted above will be paid pro rata.

Contact Officer: Meaghan Russell (02) 6205 5497 [meaghan.russell@act.gov.au](mailto:meaghan.russell@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>**

**Deputy Director General TCH and Health Services**

**Rehabilitation, Aged and Community Care**

**Geriatric Medicine**

**Geriatric Medicine - University of Canberra Public Hospital (UCPH)**

**Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 00324, 28677)**

Gazetted: 07 December 2017

Closing Date:

Overview of the work area and position: ACT Health Directorate is seeking highly motivated medical practitioners in Geriatric Medicine for the Division of Rehabilitation, Aged and Community Care; Canberra Hospital and Health Services. Two full time (2.0 FTE) permanent position exists for appropriately qualified and experienced Geriatricians. Part-time and fractional appointments will also be considered. Canberra Hospital is the single tertiary teaching hospital for the ACT and surrounding NSW region, serving a population of half a million. It is a modern 600-bed hospital providing trauma services, most major medical and surgical sub-specialty services. All specialties are represented with the exception of organ transplantation. The University of Canberra Public Hospital (UCPH) is scheduled to open in 2018. UCPH is a 140 bed sub- acute rehabilitation hospital providing inpatient rehabilitation, aged care rehabilitation, mental health rehabilitation and outpatient and community based rehabilitation services. This position will report to the Clinical Director of Geriatric Medicine and is expected to work across UCPH, Community Geriatrics, Acute Care of the Elderly ward, Sub-Acute Geriatric ward and the Geriatric Assessment and Planning Unit at the Canberra Hospital on a rotational basis. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$268,729 - \$327,246 Eligibility/Other Requirements: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. o Fellowship of the Australasian College of Physician (either current or likely to be obtained shortly) or equivalent specialist qualifications. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. o Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Contact Officer: Dr Anil Paramadhathil (02) 6244 4192 anil.paramadhathil@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

#### **Deputy Director General TCH & Health Services**

##### **Medicine**

##### **General Medicine**

##### **General Medicine Unit**

##### **Specialist/Senior Specialist \$222,205, Canberra (PN: 38850)**

Gazetted: 07 December 2017

Closing Date:

Overview of the work area and position: The Department of General Medicine (GM) manages patients with multiple active co-morbidities or undifferentiated illness that requiring ongoing hospital care. Applicants should have had training and experience in General Medicine. Medical sub-specialty training is desirable. The successful applicant will work in a multidisciplinary clinical environment with a team of nursing and medical staff, including Advanced and Basic Physician Trainees in General Medicine. The successful applicant will be expected to take a role in teaching and assessment within the Australian National University (ANU) Medical School and will be involved in education and training of medical students and junior medical staff. Participation in the on-call and weekend arrangements for the General Medicine roster is expected. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$268,729 - \$327,246 Eligibility/Other Requirements: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. o Fellowship of the Royal Australian & New Zealand College of Psychiatrists or equivalent specialist qualifications. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. o Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Note: This is a temporary three year part-time position offered at 0.9 FTE (or part thereof), with the possibility of shared fractional position. Contact Officer: Dr Ashwin Swaminathan (02) 6174 5148 ashwin.swaminathan@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

#### **Deputy Director General TCH and Health Services**

**Pathology**

**Immunoassay**

**Immunology**

**Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 17118)**

Gazetted: 30 November 2017

Closing Date:

Overview of the work area and position:

We are seeking an applicant with good clinical immunology skills and with potential to contribution to the academic activities of the Department. Clinical responsibilities will include conducting the Allergy Clinic, with additional opportunities in general immunology. The applicant will participate in the on-call roster. The Department of Immunology at the Canberra Hospital is currently staffed by five part-time specialists and provides a comprehensive in-patient, out-patient and consultative service, which encompasses the spectrum of immunological disorders. Existing clinics include general immunology, sarcoidosis, paediatric immunology and allergy. The department operates a substantial day-stay service for antibody replacement, immunosuppressive and immune modulating treatment, as well as allergy testing and allergen desensitisation. In addition, the department hosts a burgeoning genomics medicine service. We are seeking an applicant who will contribute to existing clinics. The successful applicant will participate in the after hours, ward service and consultation roster, in proportion to their fractional appointment. The Department of Immunology is accredited for training Clinical Immunologists and Immunopathologists by both RCPA and RACP, each for two years, and is supported by advanced trainees in both disciplines. We have dedicated Immunology nursing staff to support our immunodeficiency service, allergy testing, and other aspects of our clinical service. The Department has a strong track record of research, particularly in immune deficiency, autoimmune and inflammatory disease, and medical genomics. Further information is available at <http://www.health.act.gov.au/our-services/cancer-services/health-professionals/immunology>; and <http://www.jcsmr.anu.edu.au/research/cpi>). Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$268,729 - \$327,246 Eligibility/Other Requirements: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. o Fellowship of the Royal Australasian College of Physicians and Fellowship of the Royal College of Pathologists of Australasia, or equivalent specialist qualifications. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. o Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Note: This is a temporary 12 month part time position, at 24 hours per week. Contact Officer: SEE SPECIAL REQUIREMENTS Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

**Canberra Hospital and Health Services**

**Medicine**

**Clinical**

**Clinical Care Coordinator 6A**

**Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 38048)**

Gazetted: 30 November 2017

Closing Date: 7 December 2017

Details: About us: ACT Health 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 Clinical Care Coordinator is responsible for providing ward based clinical leadership for the day to day activities in the ward environment.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available for a period of 12 months.

Contact Officer: Jenny Hegarty (02) 6244 2265 [jenny.hegarty@act.gov.au](mailto:jenny.hegarty@act.gov.au)

**Population Health, Protection and Prevention**

**Health Protection Service**

**Environmental Health: Food Team Leader**

**Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 27604)**

Gazetted: 30 November 2017

Closing Date: 14 December 2017

Details: About us: ACT Health 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 Health Protection Service's Environmental Health area includes an Environmental Food section and an Environment and Radiation Safety section. The role may involve a variety of public health regulatory activities, including managing a small team to deliver those functions such as inspections of food businesses and management of outbreaks or other potential public health risks. The Environmental Health area works closely with other areas of government such as Access Canberra in executing these functions. The role would suit someone with tertiary qualifications and demonstrated experience in managing small Environmental Health teams.

Eligibility/Other Requirements: Mandatory: Degree or graduate diploma or masters in Environmental Health or equivalent Environmental Health qualifications that is accredited by Environmental Health Australia. Current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Desirable: Certification for auditing high risk food processes and activities.

Contact Officer: Lyndall Hudson (02) 6205 0956 [lyndell.hudson@act.gov.au](mailto:lyndell.hudson@act.gov.au)

**Canberra Hospital and Health Services**

**Medicine**

**Acute Support Service**

**Senior Speech Pathologist**

**Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 26266)**

Gazetted: 30 November 2017

Closing Date: 7 December 2017

Details: About us: ACT Health 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 Acute Support Speech Pathology team is looking for an enthusiastic and suitably qualified speech pathologist to join a dynamic team of speech pathologists at the Canberra Hospital. The Speech Pathology Department provides a range of inpatient and outpatient services to the medical, surgical and neonatal/paediatric areas of the Canberra Hospital and the surrounding community. As Senior Speech Pathologist, you are required to have specialised acute hospital speech pathology skills. You will assist the Manager in the day-to-day management of clinical services, including clinical supervision of staff, teaching and training and a strong involvement with quality improvement, evidence based practice and research. Expertise in a range of specialised clinical areas in an acute care setting is required.

Eligibility/Other Requirements: Degree or Diploma in Speech Pathology from a recognised tertiary institution and eligibility for Practising Membership with Speech Pathology Australia is mandatory. Desirable: Relevant post graduate qualifications and/or extensive professional experience within an acute care setting and a current drivers 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 ACT Health Occupational Assessment, Screening and Vaccination policy and comply with ACT Health credentialing requirements for allied health professionals.

Note: This is a temporary part-time vacancy available at 14.7 hours per week, commencing 17 January 2018 until 31 August 2018 with possibility of extension at same or reduced hours. The full-time salary noted above will be paid pro rata. This position may be required to participate in overtime, on call, and/or rotation roster. A merit list may be established to fill future temporary positions at level which may arise over the next 12 months. The successful applicant may be selected from written application only. Applicants are required to provide an application addressing the selection criteria, curriculum vitae and two written referee reports.

Contact Officer: Tim Tooke (02) 6244 2230 [tim.tooke@act.gov.au](mailto:tim.tooke@act.gov.au)

**Canberra Hospital and Health Services  
Cancer, Ambulatory and Community Services  
Canberra Hospital and Health Services, Executive  
Manager Cancer Psycho-social Support  
Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 23729)**

Gazetted: 30 November 2017

Closing Date: 7 December 2017

**Details:** About us: ACT Health 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: Applications are sought for the temporary contract of Manager, Cancer Psychosocial Service. This is an exciting opportunity to lead a team of committed and innovative health professionals providing high quality clinical services to people with cancer. The position manages a team of social work, psychology and allied health assistants working at the Canberra Region Cancer Centre and community health centres. Applications are invited from experienced health professionals to provide leave cover for this varied role.

Eligibility/Other Requirements: Mandatory: A degree or diploma in Social Work or Psychology; eligible for registration and/or membership of the professional body pertaining to the discipline and a current driver's licence. Prior to commencement successful candidates will be required to comply with ACT Health credentialing requirements for allied health professionals; comply with ACT Health Occupational Assessment, Screening and Vaccination policy and undergo a pre-employment National Police check.

Note: This is a temporary position available until February 2018 with the possibility of extension. Selection may be based on written application and referee reports only.

Contact Officer: Denise Lamb (02) 6244 2738 denise.lamb@act.gov.au

**Canberra Hospital and Health Services  
Mental Health Justice Health Alcohol and Drug Services  
Justice Health Services  
Assistant Director of Nursing (ADON)  
Registered Nurse Level 4.2 \$122,486, Canberra (PN: 36084)**

Gazetted: 30 November 2017

Closing Date: 14 December 2017

**Details:** About Us: ACT Health 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 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 ACT Health 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. ACT Health 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: The Dhulwa Mental Health Unit (DMHU) is a secure mental health inpatient unit and is part of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is a contemporary evidence based service providing high quality mental health care, guided by principles of Recovery. The Dhulwa Mental Health Unit provides a safe and structured environment with 24 hour clinical support for people with moderate to severe mental illness who cannot be safely cared for in a less restrictive environment. This will include mental health consumers who are, or who are at risk of becoming, involved with the criminal justice system. The service aims to provide collaborative care involving the consumer, their carers and key stakeholders and services. At this level you will provide senior leadership for the clinical and operational governance of the DMHU and the maintenance of the therapeutic environment. This includes the day to day management of human, financial and material resources allocated to ensure the provision of safe, efficient, cost effective, high quality service to people in the DMHU.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and minimum 12 months leadership/management experience. Desirable:



Relevant post graduate qualifications in Mental Health or Forensic Mental Health; previous management experience within a mental health or drug and alcohol treatment setting; holds or is working towards post graduate management qualifications; a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Dannielle Nagle (02) 6205 1062 [dannielle.nagle@act.gov.au](mailto:dannielle.nagle@act.gov.au)

### **Canberra Hospital and Health Services**

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

#### **Women and Babies**

#### **Antenatal Midwife**

#### **Registered Midwife Level 3.2 \$114,377, Canberra (PN: 01558)**

**Gazetted: 30 November 2017**

**Closing Date: 14 December 2017**

Details: About Us: ACT Health 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 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 ACT Health 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. ACT Health 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: The Centenary Hospital for Women and Children is a tertiary centre for the ACT and surrounding regional areas providing specialised maternity care to high risk and vulnerable women and babies, along with maternity care for low risk well women and babies. The Continuity at the Centenary Hospital (CatCH) Program is a continuity care midwifery model, providing midwifery care to women of all risk working collaboratively with the Multidisciplinary Team.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for 12 months.

Contact Officer: Judy Morgan (02) 6174 7582 [judy.morgan@act.gov.au](mailto:judy.morgan@act.gov.au)

### **Canberra Hospital and Health Services**

#### **Medicine**

#### **Resources**

#### **Clinical Nurse**

#### **Registered Nurse Level 3.2 \$114,377, Canberra (PN: 22181)**

**Gazetted: 30 November 2017**

**Closing Date: 7 December 2017**

Details: About Us: ACT Health 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 Respiratory and Sleep Medicine operates from the Canberra Hospital campus. We provide nursing service to both inpatient and outpatient with varied Respiratory conditions, such as Tuberculosis (TB) case management, TB screening, Chronic Obstructive Pulmonary Disease (COPD) management, Asthma Education and care of adult patients with Cystic Fibrosis. The Critical Care Nurse (CNC) will play a crucial role in the day-to-day coordination of the unit, have an advanced knowledge of medical nursing and be responsible for clinical nursing support, operational management and strong leadership. The successful applicant will have advanced clinical skills,

experience in managing systems of clinical governance, leading quality improvement and participating in research and the capacity to represent the service throughout the ACT and liaise with colleagues nationally. This is a rewarding and exciting position within an innovative service that will require someone with the ability to be flexible and manage change within the service.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for 12 months.

Contact Officer: Jenny Hegarty (02) 6244 2915 jenny.hegarty@act.gov.au

### **Canberra Hospital and Health Services**

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

#### **Justice Health Services**

#### **Clinical Nurse Consultant (CNC)**

#### **Registered Nurse Level 3.2 \$114,377, Canberra (PN: 37268)**

Gazetted: 30 November 2017

Closing Date: 14 December 2017

Details: About us: ACT Health 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 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 ACT Health 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. ACT Health 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: The Dhulwa Mental Health Unit (DMHU) is part of Mental Health Justice Health Alcohol and Drug Services (MHJHADS) which is a contemporary evidence-based service providing high quality mental health care that is guided by principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level you will provide senior leadership for the clinical and administrative operations of the DMHU team. This includes the day-to-day management of human and material resources allocated to ensure the provision of safe, efficient, cost effective, high quality health care services.

Eligibility/Other Requirements: Be registered or be eligible for registration with the National Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA) is mandatory. Desirable: Current driver's licence; holds or is working towards post-graduate nursing qualifications and/or has demonstrated advanced clinical knowledge, skills and experience in the area of practice. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Contact Officer: Kirsty Taggart (02) 6207 9428 kirsty.taggart@act.gov.au

### **Canberra Hospital and Health Services**

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

#### **Women and Babies**

#### **Midwifery Continuity Programs**

#### **Registered Midwife Level 2 \$88,249 - \$93,533, Canberra (PN: 32745, several)**

Gazetted: 30 November 2017

Closing Date: 14 December 2017

Details: About us: ACT Health 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 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 ACT Health 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. ACT Health 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: The Centenary Hospital for Women and Children is a tertiary centre for the ACT and surrounding regional areas, providing specialised maternity care to all risk women and babies. The service provides two models of Midwifery Group Practice. The Canberra Midwifery Program (CMP) is a continuity midwifery model, providing maternity care for low risk women in the community planning to birth in the Birth Centre environment. The CMP currently offers publically funded homebirth to women meeting eligibility requirements. The Continuity at Canberra Hospital (CatCH) program provides continuity of midwifery care to all risk women. The advertised position is for case load midwives to provide continuity of midwifery care to 35 - 40 women per year, throughout pregnancy, birth and the postnatal period.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); eligible for membership of the Australian College of Midwives; current driver's licence. Desirable: Completion of Midwifery Practice Review or equivalent. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: There are several permanent full-time positions available within the two models.

Contact Officer: Christine Fowler (02) 6174 7684 [chris.fowler@act.gov.au](mailto:chris.fowler@act.gov.au)

### **Canberra Hospital and Health Services**

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

### **Justice Health Services**

### **Clinical Development Nurse**

### **Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 16764, several)**

Gazetted: 30 November 2017

Closing Date: 14 December 2017

Details: About Us: ACT Health 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. The Justice Health Primary Health Team is part of Justice Health Services (JHS) which is part of the Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) Division. JHS is a contemporary evidence based service providing high quality 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 ACT Health 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. ACT Health 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: The Dhulwa Mental Health Unit (DMHU) is part of MHJHADS which is a contemporary evidence-based service providing high quality mental health care that is guided by principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. It is expected that you will provide one on one teaching, clinical support, ongoing evaluation and feedback for JHS Nurses across a diversity of clinical areas within ACT Health – JHS. You will also be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Registered Nurse Level 1 and Enrolled Nurses. The Registered Nurse Level 2 (RN2) is expected to have a demonstrated competence in advanced nursing practice and provide guidance to less experienced nursing staff. The RN2 is seen by the Organisation as a source of expert nursing knowledge, skills and attributes. The RN2 must demonstrate a higher level of skill and the ability to perform a more demanding role covering the domains; clinical care, leadership, education, safety and communication.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); a minimum of three years' experience in a forensic, acute or mental health setting. Desirable: Hold a Certificate IV in Workplace Training and Assessment or nationally recognised. Vocational competency units in competency assessment and work-based training and a Postgraduate qualification in Nursing or Clinical Education. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: There are several positions available. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Kalvinder Bains (02) 6205 1696 kalvinder.bains@act.gov.au

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Medical**

#### **Rheumatology Nurse**

#### **Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 38083)**

Gazetted: 30 November 2017

Closing Date: 7 December 2017

Details: About Us: ACT Health 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 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 ACT Health 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. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health 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: The Rheumatology Department at Canberra Hospital has a strong focus on clinical service delivery, supporting rheumatology patients within the ACT and surrounding regional areas. We provide leadership in musculoskeletal medicine; promote evidence-based practice and undertake clinical research to improve rheumatology patient outcomes. The Rheumatology Registered Nurse (RN) Level 2 will play a key role in providing day to day care and support to rheumatology patients and their families living with Arthritis and Connective Tissue Disease (ACTD), ensuring appropriate referrals and timely access to care. In collaboration with the Rheumatology Advanced Practice Nurse, the Rheumatology RN coordinates investigations, appointments, clinical care, and education, especially for patients undergoing biologic Disease Modifying Anti-rheumatic Drug (bDMARD) therapy for inflammatory arthritis.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a current driver's licence. Desirable: Clinical experience in rheumatology, ambulatory care, general medicine and/or chronic disease management. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Biljana Zeljkovic (02) 6244 3782 biljana.zeljkovic@act.gov.au

## **Canberra Hospital and Health Services**

### **Women Youth and Children**

#### **Department of Neonatology**

#### **Neonatal Intensive Care Nurse**

**Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 20913, several)**

Gazetted: 30 November 2017

Closing Date: 7 December 2017

Details: About Us: ACT Health 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: 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 ACT Health 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. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Women, Youth and Children Community Health Programs delivers a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team. The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service, and NICU Growth and Development Clinic. NICU and SCN have 28 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment. A Registered Nurse level 2 (RN2) will have a minimum of three years full-time equivalent post registration and graduate year, including six months experience in the relevant field of practice. These roles provides advanced nursing care with specialised knowledge of the area of employment within the Department of Neonatology, and will work as members of the team to achieve improved patient outcomes. The RN2 positions will be leaders and role models exemplifying organisational values.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Post-graduate qualifications in Neonatal Nursing. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: There are two positions available. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Melanie Rosin (02) 6142 6352 melanie.rosin@act.gov.au

**Canberra Hospital and Health Services**

**Women Youth and Children**

**Department of Neonatology**

**Special Care Nursery Nurse**

**Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 38812, several)**

Gazetted: 30 November 2017

Closing Date: 7 December 2017

Details: About us: ACT Health 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 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 ACT Health 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. ACT Health is a partner

in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Women, Youth and Children Community Health (CHWC) Programs delivers a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team.

Overview of the work area and position: The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service, and NICU Growth and Development Clinic. NICU and SCN have 28 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment. A Registered Nurse Level 2 (RN2) will have a minimum of three years full-time equivalent post registration and graduate year, including six months experience in the relevant field of practice. These roles provide advanced nursing care with specialised knowledge of the area of employment within the Department of Neonatology, and will work as members of the team to achieve improved patient outcomes. The RN2 positions will be leaders and role models exemplifying organisational values.

Eligibility/Other Requirements: Mandatory: Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Post-graduate qualifications in Neonatal Nursing. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: There are several positions available. Weekly hours for these positions will be negotiable.

Contact Officer: Janine Mcewan (02) 6142 6331 janine.mcewan@act.gov.au

#### **Canberra Hospital and Health Services**

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

#### **Department of Neonatology**

#### **Newborn and Parent Support Service Nurse**

#### **Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22271)**

Gazetted: 30 November 2017

Closing Date: 14 December 2017

Details: About us: ACT Health 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 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 ACT Health 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. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Women, Youth and Children Community Health (CHWC) Programs delivers a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team.

Overview of the work area and position: The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service, and NICU Growth and Development Clinic. NICU and SCN have 28 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment. Newborn and Parent Support Service (NAPPS) provides a 7 day a week, early discharge programme for the Neonatal Intensive care Unit (NICU) and Special Care Nursery. NAPPS is a home visiting service for the families of infants who no longer require intensive medical and nursing treatment but still require some nursing care, support and advice at home.

As a NAPPS nurse you will require expert neonatal skills and knowledge while working in this semi-autonomous role. You will work in a small team supporting the parents/carers with the home care of their infant until the infant's needs are met by other support services in the community.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a current driver's licence. Desirable: Post-graduate qualifications in Neonatal Nursing. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a part-time position at 28:00 hours per week and the full-time salary noted above will be paid pro rata.

Contact Officer: Susan Feltrin (02) 6174 7578 susan.feltrin@act.gov.au

## **Canberra Hospital and Health Services**

### **Surgery and Oral Health**

#### **Operating Room**

#### **Post Anaesthetic Care Unit Nurse**

#### **Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22260 (expected vacancy))**

Gazetted: 30 November 2017

Closing Date: 7 December 2017

Details: About Us: ACT Health 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: Our Perioperative Unit consists of a Day of Surgery Admissions (DOSA) Unit, 13 Operating Theatres covering a wide range of surgical specialties, The Post Anaesthetic Care Unit and a 12 Bed Extended Day Surgery Unit. The Post Anaesthetic Care Unit (PACU) Registered Nurse Level 2 is expected to have a demonstrated competence in advanced nursing practice, provide guidance to less experienced nursing staff and students and take on Team Leadership responsibilities in the absence of the Clinical Nurse Consultant. The Registered Nurse Level 2 is seen by the Organisation as a source of expert nursing knowledge, skills and attributes. The Registered Nurse Level 2 must demonstrate a higher level of skill and the ability to perform a more demanding role at the Unit based level covering the domains; clinical care, leadership, education, safety and communication.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Three years full time experience in PACU. Postgraduate qualification or working towards in Perioperative Nursing. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is an expected permanent vacancy.

Contact Officer: Alex Miller (02) 6244 3201 alex.miller@act.gov.au

## **Canberra Hospital and Health Services**

### **Cancer, Ambulatory and Community Services**

#### **Cancer Nursing**

#### **Haematology Outpatient Service - Registered Nurse Level 2**

#### **Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22555)**

Gazetted: 30 November 2017

Closing Date: 7 December 2017

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in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Cancer, Ambulatory and Community Health Support Division is responsible for the care and support of patients who have cancer. Multidisciplinary care and support services are provided for the Canberra and Southern NSW communities at the Canberra Region Cancer Centre and within Ward 14B and Ward 4A at the Canberra Hospital. The Canberra Region Cancer Centre is a world class healthcare facility that brings together cancer treatment and related services that are provided by Medical Oncology, Radiation Oncology, Haematology and Immunology. The care and support of our patients is central to everything we do at the Canberra Region Cancer Centre. Patient-centred care is provided by teams working in an integrative and collaborative manner across services to support patients, carers and families with safe and high quality services. Services are provided within a culturally safe environment and are efficient and flexible. The Haematology Outpatient Service is a dedicated unit providing a variety of procedures and treatments within an Ambulatory setting to patients with malignant and non-malignant haematological disorders. The unit is operational seven days a week between 0830-1700hrs. Nursing staff are key members of the multidisciplinary team and work within a supportive environment to develop professionally and deliver patient centered care. Eligibility/Other Requirements: Mandatory: be registered or be eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) and a current drivers licence. Desirable: Holds or is working towards relevant post graduate nursing qualifications. It is desirable that the successful applicant has clinical experience in haematology, oncology or general medicine. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: The successful candidate will be expected to work a rotating roster of day shifts, seven days a week. Participation in the on call roster may be required once upskilled.

Contact Officer: Kathlene Robson (02) 6174 8458 kathlene.robson@act.gov.au

**Canberra Hospital and Health Services  
Rehabilitation, Aged and Community Care  
RACC Nursing**

**Clinical Development Nurse**

**Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 21865)**

Gazetted: 30 November 2017

Closing Date: 7 December 2017

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Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Certificate IV in Training and Assessment. Please note prior to



commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.  
Contact Officer: Maria Trudinger (02) 6244 2431 maria.trudinger@act.gov.au

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Acute Support Service**

#### **Spinal Pain Service Physiotherapist**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 21926)**

Gazetted: 30 November 2017

Closing Date: 14 December 2017

Details: About Us: ACT Health 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 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 ACT Health 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. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health 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: Acute Support Physiotherapy Services is based within the Division of Medicine and provides physiotherapy services to a range of clients in acute inpatient setting and specialised outpatient services to patients of Canberra Hospital and Centenary Hospital for Women and Children. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high quality patient care. Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas. This successful candidate will work within the Acute Support Physiotherapy outpatient service and the Allied Health Spinal Pain Service. The Acute Support Physiotherapy outpatient service provides services into the Pain Management Unit (PMU) as well as services into hands/plastics/burns conditions, aquatic physiotherapy, fracture and orthopaedic upper limb clinics, lymphoedema and haemophilia. The PMU is a public tertiary multidisciplinary outpatient service providing treatment to the population of Canberra and surrounding areas. The core business of the PMU is providing outpatient care for patients living with chronic pain. The allied health professionals at the PMU provide one-on-one outpatient appointments and take part in multidisciplinary assessment clinics. In addition, allied health professionals at the PMU provide group education and intervention sessions including; JUMP day (Journey into Understanding and Managing Pain), a range of small group sessions, a medium intensity six week part-time pain program (MIP) and a high intensity full-time two week pain program (HIP). The PMU is a consultative service and includes the Acute Pain Service which provides inpatient services to The Canberra Hospital, including medical outreach services to wards for the management of complex pain presentations. The Allied Health Led Spinal Pain Service is a new multidisciplinary, community based service currently under development. ACT Health clients who are referred to the Allied Health Lead Spinal Pain Service will be provided with education, exercise programs, group services and access to a multidisciplinary team specialising in spinal pain, which includes physiotherapy and psychological assessments and interventions as appropriate. The overall functions of the physiotherapist under professional supervision include: Promoting positive client outcomes through the provision of high quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team; promoting individual or group service delivery; applying knowledge, skills, professional judgement and initiative in the delivery of routine services. Clinical supervision, and professional development is provided through team

structures, supervision support, competency based assessments and informal and formal professional development opportunities.

Eligibility/Other Requirements: Mandatory: Degree or Diploma in Physiotherapy or equivalent qualifications; be registered with the Physiotherapy Board of Australia; a current drivers licence.

Desirable: At least three years work experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available until July 2018 with possibility of extension. You will be required to participate in an overtime roster. Part time hours will be considered. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Margot Green (02) 6244 2670 [margot.green@act.gov.au](mailto:margot.green@act.gov.au)

## **Population Health**

### **Health Protection Service**

#### **Radiation Safety**

##### **Radiation Safety Officer**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 23827)**

Gazetted: 30 November 2017

Closing Date: 14 December 2017

Details: About Us: ACT Health 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 Health Protection Service (HPS) Environment and Radiation Safety Section reports directly to the Executive Director of the HPS. The Environment and Radiation Safety Section conducts a variety of public health regulatory activities and functions such as radiation licensing, insanitary conditions, cooling tower compliance and recreational water monitoring. The Environment and Radiation Safety Section works closely with other areas of government such as Access Canberra, Transport Canberra and City Services and ICON Water in executing these functions. Radiation Safety falls within Environmental Health and is regulated under the *Radiation Safety Act 2006*. As the radiation safety officer you will be required to conduct variety of regulatory activities related to radiation safety and help enforce the principles of radiation protection including the process of Justification, Optimisation and Limitation, and ensure that radiation exposures to workers, patients, members of the public and the environment are kept as low as reasonably achievable (ALARA). You will also be required to provide administrative support to the ACT Radiation Council on behalf of the Health Protection Service.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications or equivalent in science with a major in physics, or an associated discipline relevant to radiation protection and/or radiation emitting devices; undergraduate degree or graduate diploma in Environmental Health that is accredited by Environmental Health Australia (EHA) with experience in the regulation of ionising and non-ionising radiation' equivalency of studies and training is determined by senior environmental health staff and a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Lyndell Hudson (02) 6205 1700 [lyndell.hudson@act.gov.au](mailto:lyndell.hudson@act.gov.au)

## **Canberra Hospital and Health Services**

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

#### **Justice Health Services**

##### **Forensic Mental Health Service Clinician**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 23845, several)**

Gazetted: 30 November 2017

Closing Date: 14 December 2017

Details: About Us: ACT Health 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 Forensic Mental Health Service (FMHS) is a specialist mental health assessment and treatment service for consumers who

have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system. FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community outreach and court settings. FMHS is one united service with five distinguishable yet integrated service components as follows: FMHS Community Outreach Service (FCOS); FMHS Court Assessment and Liaison (FCAL); FMHS at Bimberi Youth Justice Centre (FMHS BYJC); FMHS at Alexander Maconochie Centre (FMHS AMC); Fixed Threat Assessment Team (FTAT). The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, with minimal supervision, high quality care to achieve sound outcomes for consumers across the lifespan and in a variety of settings. You will be required to undertake professional development and clinical supervision, participate in quality initiatives and contribute to the multidisciplinary team process. Clinicians working with FMHS will be supported via structured clinical supervision, a collaborative and multidisciplinary team environment and through professional development. Professional development will be provided with regards to forensic frameworks, psychometrics and therapeutic interventions. Clinicians may be provided with the opportunity to undertake specialist tasks such as forensic risk consultations, court assessments and therapeutic interventions including addressing criminogenic factors. Clinicians are employed by FMHS and will therefore be skilled across the distinct areas within the service.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications in Psychology, Social Work or Occupational Therapy and current unconditional registration with the Australian Health Practitioner Regulation Agency or eligibility for membership with the appropriate professional organisation; applicants must have a minimum of 12 months paid work experience in senior clinical position in a related/relevant organisation/service; a 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 ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: There are two temporary positions available, one is available for ten months and the other is available for 12 months. An order of merit list may be established to fill future vacancies at level over the next 12 months.

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

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Acute Support Service**

#### **Speech Pathologist**

#### **Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 18916)**

Gazetted: 30 November 2017

Closing Date: 7 December 2017

Details: About us: ACT Health 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: Acute Support Speech Pathology provides expert speech pathology services to a range of eligible inpatient and outpatients at Canberra Hospital and Health Services. Eligible patients include any patient admitted to an acute ward with acute communication and/or swallowing disorders. Specialist outpatient's services are provided to adults with voice disorders, adults and paediatrics with swallowing disorders due to an underlying medical condition, children born with cleft lip and/or palate, adults with head and neck cancer/trauma. This position will be responsible for delivery of clinical speech pathology services to an assigned adult and/or paediatric caseload and contribution to an active teaching and quality improvement program with strong professional support.

Eligibility/Other Requirements: Mandatory: A Degree or Diploma in Speech Pathology from a recognised tertiary institution; eligibility for practicing membership of Speech Pathology Australia; must hold a current drivers' licence. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made. 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* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary part-time position commencing January 2018 until 31 August 2018 with the possibility of extension and the same or reduced hours. Hours worked per week are 14.42 and the full-time salary noted above will be paid pro rata.

Contact Officer: Tim Tooke (02) 6244 2230 tim.tooke@act.gov.au

**Canberra Hospital and Health Services**

**Chief of Clinical Operations**

**Imaging**

**Contract Coordinator**

**Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 23716)**

Gazetted: 30 November 2017

Closing Date: 7 December 2017

Details: About Us: ACT Health 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 Medical Imaging Department is a Diagnostic Unit within the Canberra Hospital and Health Services (CHHS). Our service is committed to providing state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to research and training in advancing the use of imaging for the diagnosis and treatment of disease. This position works within the Medical Imaging Department at the Canberra Hospital managing the 210 devices that capture an image across ACT Health, including the management of procurement through to service and maintenance agreements. The role will be the first point of contact between the hospital and the imaging vendors. This position will be required to assist the Medical Imaging department with briefs and assist Canberra Hospital Health Services with audits and investigations.

Eligibility/Other Requirements: Desirable: Experience in the implementation and management of service contracts relating to medical devices; experience in conducting audits and investigations is considered highly desirable for this position; relevant experience in working in and understanding the clinical needs in a hospital environment will be advantageous. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Mark Duggan 0488 102 518 mark.duggan@act.gov.au

**Deputy Director General Corporate**

**Business Support**

**Logistics Support**

**Purchasing Officer**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 21722)**

Gazetted: 30 November 2017

Closing Date: 7 December 2017

Details: About us: ACT Health 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: Supply Services forms part of Logistic Support within the Business Support Services of ACT Health, delivering customer focused supply chain solutions to the Directorate and other healthcare facilities. The position reports to the Purchasing Team Leader. To assist in procurement activities of products and services on behalf of ACT Health and other customers on the Purchasing and Inventory Control System (PICS) in a timely manner. The successful candidate will be required to work within the Administrative office of Supply Services at Mitchell and Canberra Hospital.

Eligibility/Other Requirements: Current driver's licence, Certificate IV in Government Procurement and relevant work experience are desirable. Please note prior to commencement, successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Rob Swain (02) 6205 0807 rob.swain@act.gov.au

**Corporate**

**Health Infrastructure Services**

**Health Infrastructure Service Recurrent  
Plans and Manuals Coordinator**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 33546)**

Gazetted: 30 November 2017

Closing Date: 7 December 2017

Details: About us: ACT Health 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. Health Infrastructure Services has responsibility for the project direction and management of health infrastructure projects, the capital upgrade program, Repairs and Maintenance and Strategic Asset Management for ACT Health. Overview of the work area and position: In relation to Health Infrastructure Services, the Facilities Management Division is responsible for repairs and maintenance and asset management across all ACT Health facilities. The Plans and Manuals Coordinator is responsible for the management of all maintenance and construction related documentation which includes operation and maintenance manuals and construction plans and reports direct to the Asset Manager.

Eligibility/Other Requirements: Knowledge in maintenance and construction terminology is desirable. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: John Kilday (02) 6174 8033 john.kilday@act.gov.au

**Canberra Hospital and Health Services**

**Critical Care**

**Critical Care Admin**

**Personal Assistant to Director of Nursing**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 20095)**

Gazetted: 30 November 2017

Closing Date: 7 December 2017

Details: About Us: ACT Health 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. The Division of Critical Care is a business unit of Canberra Hospital & Health Services. The division provided clinical and academic oversight for: Canberra Hospital Emergency Department. Canberra Hospital's Emergency Department (ED) is the major tertiary referral and trauma centre for the ACT and surrounding region of NSW. Well over 75,000 patients are seen each year and the ED provides care for adults and children of all ages, and specialised assessment and treatment for all illnesses and injuries. A dynamic and highly skilled team aims for excellence in care. Intensive Care Unit: The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The unit satisfies College requirements for training in Neurosurgery, Cardiothoracics and Trauma. The unit has a strong commitment to teaching at undergraduate and postgraduate and research with excellent opportunities for collaborative research. Overview of the work area and position: The Critical Care Leadership team is responsible for the strategic and operational management of the Division of Critical Care, ensuring the effective and efficient operations of the Critical Care business units at Canberra Hospital. This position reports directly (day-to-day) to the Director of Nursing, Division of Critical Care and professionally to the Operations Manager, Division of Critical Care. Under broad direction, you will play a key role in providing day-to-day management (Diary management, human resource support, financial management support, performance, access and quality) to the office of the Director of Nursing, Division of Critical Care.

Eligibility/Other Requirements: Mandatory: Current driver's licence. Desirable: Knowledge and experience with HP Records Manager - Electronic Document and Records Management System (EDRMS). Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Lindsay Ottaway (02) 6244 4500 lindsay.ottaway@act.gov.au

**Canberra Hospital and Health Services**

**Critical Care**

## **Intensive Care**

### **Intensive Care Unit Nurse**

**Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 12736)**

Gazetted: 30 November 2017

Closing Date: 7 December 2017

Details: About us: ACT Health 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 Hospital and Health Services provide 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, paediatric and obstetric services, including complex procedures in areas such as Intensive Care Unit, Neonatal Intensive Care, Cardiac and Neurosurgery. 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 ACT Health 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. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit (ICU), Emergency Department and Acute Clinical Services Unit (Acute Surgical Unit, Medical Emergency Team and the Early Recognition of the deteriorating patient program). Overview of the work area and position: The Intensive Care Unit is a 31 bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The ICU is a core member of Australia and New Zealand Intensive Care Society (ANZICS). The unit satisfies College requirements for training in Neurosurgery, Cardiothoracics and Trauma. The unit participates in international multi-disciplinary and multi-centre research. The unit has a strong commitment to teaching at undergraduate and postgraduate and research with excellent opportunities for collaborative research. The Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650 000. It is a modern 670+ bed hospital providing most major medical and surgical sub-specialty services. Nurses at this level provide a competent and safe level of nursing care commensurate with experience to patients within ACT Health. The activities required of roles at this level are predominately clinical in nature. Nurses at this level accept accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff. ICU Foundation Program: The ICU Foundation Program in 2018 will comprises of a 12 month course that provides a supportive framework and dynamic learning opportunities for nurses wishing to transition to the ICU environment. The Canberra Hospital is an acute care teaching hospital and tertiary referral centre. Intensive Care services expose successful applicants to a wide spectrum of critically ill, medical, trauma, emergency and elective surgical patients. Participants will be supported by specialty clinical development nurses and preceptors throughout the 12 month program.

Eligibility/Other Requirements: Mandatory: Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Previous experience in the critical care environment. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for 12 months.

Contact Officer: Genevieve Harrigan (02) 6244 2756 [genevieve.harrigan@act.gov.au](mailto:genevieve.harrigan@act.gov.au)

## **Canberra Hospital and Health Services**

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

#### **Adult Community Mental Health Services**

##### **Clinical Manager**

**Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 19763)**

Gazetted: 30 November 2017

Closing Date: 7 December 2017

Details: About Us: ACT Health 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. Mental Health, Justice Health and Alcohol and Drug

Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. Overview of the work area and position: The allied health position is based in the City Mental Health Team, a multidisciplinary team that is part of Adult Community Mental Health Services. Allied health staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan. Adult Community Mental Health Services provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT, with a strong focus on the provision of timely and effective mental health interventions. Eligibility/Other Requirements: Mandatory: Social Work: Bachelor of Social Work and eligible for membership of the Australian Association of Social Work. Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy and registered with AHPRA, eligible for professional membership of Occupational Therapy Australia. Psychology: General Psychology registration with 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*; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU). Contact Officer: Mathew Hunstone (02) 6205 1338 mathew.hunstone@act.gov.au

**Canberra Hospital and Health Services**  
**Mental Health, Justice Health, Alcohol and Drug Services**  
**Adult Mental Health Services**

**Social Worker**

**Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 26875)**

Gazetted: 30 November 2017

Closing Date: 7 December 2017

Details: About Us: ACT Health 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: Mental Health, Justice Health and Alcohol and Drug Services are seeking an experienced and motivated Social Worker to work as part of the Mental Health Consultation Liaison Service. The Mental Health Consultation Liaison Service provides an integrated, acute mental health service within the Emergency Department and General and Medical wards of the Canberra Hospital. The successful applicant will be required to undertake mental health assessments within the Emergency Department and the General Hospitals at the Canberra Hospital and provide specific mental health social work interventions within a multi-disciplinary team, providing high standard clinical skills and expertise in the assessment and provision of short-term management strategies for people in acute distress and with major mental health conditions. The applicant will demonstrate a patient first and recovery focus and be highly motivated to engage in consultation, support and educative practices with other clinical teams, families, carers and other agencies. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include Adult Acute Mental Health Services; Rehabilitation and Specialty Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services and Justice Health Services. Adult Acute Mental Health Services(AAMHS) provide person centred, high quality, and contemporary mental health care across the Canberra Hospital campus that is guided by the principles of Recovery. AAMHS services aim to provide collaborative care involving the person, their carer's and other key clinical and support services.

Eligibility/Other Requirements: Mandatory: Degree in Social Work; eligibility for membership of the Australian Association of Social Workers and a current driver's licence. Desirable: Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service. 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 ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.  
Contact Officer: Phillip Hoyle (02) 6205 2782 phillip.a.hoyle@act.gov.au

**Canberra Hospital and Health Services**

**Medicine**

**Acute Support Service**

**Occupational Therapist**

**Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 23625)**

Gazetted: 30 November 2017

Closing Date: 14 December 2017

Details: About us: ACT Health 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. The Acute Support Occupational Therapy Team is operationally located within the Division of Medicine. We provide acute occupational therapy across a range of clinical practice areas including neurology and neurosurgery, medical and surgical wards, cardiology and renal, the emergency department, plastics, oncology, women's health and paediatrics. Working closely with other disciplines in a multidisciplinary framework, the Acute Support Occupational Therapy Team works to provide an occupationally focused perspective that is unique to our profession. We do this to enhance and support the patient journey through the Canberra Hospital environment and provide our expertise on therapy and restorative processes, recovery and expected outcomes, cognition and memory, and equipment prescription and home modification. The Team also assists in the realisation of the Canberra Hospitals goals as stated in the ACT Health Clinical Services Plan with a focus on Occupational Therapy service improvements to meet our Divisional requirements and the needs of our community. Overview of the work area and position: The Acute Support Occupational Therapy team is responsible for the delivery of Occupational Therapy services to the acute areas of the Canberra Hospital and ensuring that individual patients' needs are met from the perspective of our profession while contributing to the safe and timely discharge of patients to their home environments in line with State and Federal requirements. Under supervision, you will play a key role in providing day to day occupational therapy to a range of patients within a designated caseload area. Through your work you will also assist in meeting the caseload requirements of the broader Occupational Therapy Team.

Eligibility/Other Requirements: Mandatory: Be registered with the Australian Health Practitioner Regulation Agency (AHPRA); tertiary qualifications or equivalent in Occupational Therapy and eligibility for membership of Occupational Therapy Australia. Must hold a current drivers licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy and comply with ACT Health credentialing requirements for allied health professionals.

Note: This position may be required to participate in overtime, on call and/or rotation roster

Contact Officer: Domenico Tripodi (02) 6244 3286 domenico.tripodi@act.gov.au

**Canberra Hospital and Health Services**

**Pathology**

**Pathology Administration**

**Quality Officer**

**Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 17388)**

Gazetted: 30 November 2017

Closing Date: 14 December 2017

Details: About us: ACT Health 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 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 ACT Health 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. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. ACT Pathology is a division of the Canberra Hospital and Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. Overview of the work area and position: The Quality Department within ACT Pathology is responsible for coordinating, monitoring and evaluating activities for ongoing pathology accreditation, standards compliance and Quality Management System performance. This position works within the quality team and reports directly to the Quality Manager and under broad direction will play a key role in monitoring and maintaining compliance quality activities and initiatives.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Applied Science or Medical Laboratory Science are mandatory. NATA quality management system, internal audit and ISO 15189 training or equivalent, or willingness to undertake training is desirable. Prior to commencement successful candidates will be required to obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases; comply with ACT Health credentialing requirements for allied health professionals and undergo a pre-employment Police check.

Contact Officer: Lloyd Allen (02) 6244 4004 [lloyd.allen@act.gov.au](mailto:lloyd.allen@act.gov.au)

**Canberra Hospital and Health Services  
Rehabilitation Aged and Community Care  
Community Care Program  
Podiatry Assistant**

**Allied Health Assistant 2 \$50,040 - \$57,369, Canberra (PN: 33820)**

Gazetted: 30 November 2017

Closing Date: 14 December 2017

Details: About us: ACT Health 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 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 ACT Health 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. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Public Hospital (UCPH) is part of ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health. The Rehabilitation, Aged and Community Care (RACC) Division provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broad range of sites throughout the ACT, including hospitals, community health centres and the homes of clients. Overview of the work area and position: There is an exciting opportunity for a suitably qualified, Podiatry Assistant, to join the Rehabilitation, Aged and Community Care (RACC) Podiatry team. As a Podiatry Assistant, you will provide basic foot care to low risk clients; be involved in health promotion activities; assist with nail surgery; make and modify non moulded orthoses; maintain stock levels; and perform some general administrative tasks. You will be required to work under the direction of health professionals. The service provides clinics across the ACT and you will be required to work from different health centres.

We pride ourselves on our continual drive for high quality patient care. In this role you will be part of a friendly and engaging interprofessional program. The podiatry team has strong peer support and supervision structures. Community Care Podiatry provides services for National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

Eligibility/Other Requirements: Mandatory: Certificate IV in Allied Health Assistance with Podiatry modules attained and a 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*; If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a permanent part-time position at 29.4 hours per week with the possibility of full-time hours on a temporary basis. The full-time salary noted above will be paid pro-rata. Selection may be based on application and referee reports only.

Contact Officer: Kerryn Maher (02) 6205 1496 kerryn.maher@act.gov.au

### **Justice and Community Safety**

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

#### **Corporate**

#### **People and Workplace Strategy**

#### **Business Support**

#### **Assistant Office Manager**

#### **Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 05798)**

Gazetted: 29 November 2017

Closing Date: 13 December 2017

Details: Justice and Community Services, Corporate is seeking a highly motivated and organised individual to undertake the Administrative Service Officer 3 role of Assistant Office Manager. The successful applicant will provide business support to the Corporate Division within the Justice and Community Safety (JACS) Directorate. Duties include accounts payable/receivable functions, administering petty cash and Cabcharge, stationery ordering, data processing, asset management, record keeping and booking travel/accommodation. The position assists the Officer Manager so will undertake other duties as directed.

Eligibility/Other Requirements: Previous experience in an ACT Government finance and administration area/role would be an advantage.

Contact Officer: Shae Lucey (02) 6205 1688 shae.lucey@act.gov.au

#### **Public Trustee and Guardian**

#### **Office Services Unit**

#### **Receptionist**

#### **Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 43470)**

Gazetted: 23 November 2017

Closing Date: 30 November 2017

Details: The Public Trustee and Guardian is an independent ACT Territory Authority providing professional guardianship, financial management and Trustee related services. We have a vacancy for a motivated and well organised person to undertake an administrative support role in our Office Services Unit. The successful candidate will perform a range of administrative support functions including but not limited to: receive and attend to telephone and counter enquiries, collect register and distribute incoming/outgoing mail, attend to daily banking, provide general information to the public, accounts payments and receipts, register Wills and make Will appointments, database entries and maintain statistics.

Eligibility/ Other Requirements: A current driver's licence. The ability to use Microsoft Office Suite and MYOB software would be an advantage. Prior to commencement a *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

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

Contact Officer: Denise Caldwell (02) 6207 9800 [denise.caldwell@act.gov.au](mailto:denise.caldwell@act.gov.au)

## **Legislation, Policy and Programs**

### **Road Safety and Transport Regulation**

#### **Manager Road Safety Policy**

##### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 03234)**

Gazetted: 28 November 2017

Closing Date: 5 December 2017

Details: The Road Safety and Transport Regulation Group is seeking a motivated, well organised person who possesses high level leadership and verbal and written communication skills to manage the road safety team. The position of Manager, Road Safety is responsible for coordinating, managing and implementing the ACT Government's road safety strategy and other road safety policy and programs. This includes strategic management and oversight of the ACT Road Safety Action Plan 2016–2020 and ACT Road Safety Camera Strategy. Examples of work which is currently being progressed is the development of an ACT road safety education strategy, development of the annual road safety report card which is tabled in the Legislative Assembly, management of the ACT Road Safety Community Grants Program, development and implementation of road safety awareness and media campaigns and management of a consultancy project.

Eligibility/Other Requirements: Experience in road safety policy matters, including knowledge of safe system principles would be preferable.

Note: This is a temporary position commencing February 2018 until July 2018 with possibility of extension.

Interested applicants should provide a supporting statement of no more than two pages outlining their practical experience against the selection criteria. Applicants should also provide an up to date copy of their resume with the names and contact details of two referees.

Contact Officer: Naveen Wijemanne (02) 6205 8656 [naveen.wijemanne@act.gov.au](mailto:naveen.wijemanne@act.gov.au)

## **Corporate**

### **Senior Human Resource Manager**

##### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39603)**

Gazetted: 23 November 2017

Closing Date: 7 December 2017

Details: The successful applicant will be part of a team responsible for providing high quality business support to the Office of the Director of Public Prosecutions (ODPP). Specifically, the successful candidate will assist with the administration of the Corporate area, including strategic governance and human resources (HR), including recruitment. Working under limited supervision, the position will: Provide complex responses, guidance and support to senior managers/staff on existing ODPP contemporary HR management policies and practices (including performance development, capability training, recruitment, induction and workforce planning); deliver strategic HR projects including engaging with external stakeholders, workforce planning and development of strategic, procedural materials; implement, as required, existing ODPP policy, procedures or guidelines on recruitment related activities working in collaboration with senior HR professionals to coordinate ODPP activities; understand and work within the ACT Public Service (ACTPS) Code of Conduct and ACTPS Values of respect, integrity, collaboration and innovation and model behaviours consistent with the ACTPS Respect Equity and Diversity Framework. This position does involve direct supervision of staff.

Eligibility/Other Requirements: The successful applicant will be required to undergo a criminal record check.

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

Contact Officer: Emma Flukes (02) 6207 5399 [emma.flukes@act.gov.au](mailto:emma.flukes@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](mailto:jobs@act.gov.au)**

#### **City Services**

##### **Infrastructure Planning and Operations**

##### **Roads ACT / Traffic Signals**

##### **Traffic Signals Systems Support Officer**

##### **Infrastructure Officer 2 \$79,919 - \$91,947, Canberra (PN: 14900 (expected vacancy))**

Gazetted: 23 November 2017

Closing Date: 11 December 2017

Details: The Traffic Signals Group are seeking a motivated person to join their team to be responsible for the ongoing operation and systems management of the computers and communications network that allow central control of the Territory's traffic signals using the Sydney Coordinated Adaptive Traffic System (SCATS). The successful candidate will be a member of small but dynamic team that provide advice on any traffic signal related activities. This role will also liaise with Transport Canberra Light Rail and Canberra Metro in relation to the integration of the first stage of the ACT's light rail network. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability, to apply.

Contact Officer: Michael Day (02) 6207 5223 [michael.day@act.gov.au](mailto:michael.day@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.

#### **City Places and Infrastructure**

##### **City Presentation**

##### **Workplace Health and Safety Officer**

##### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 39544, several)**

Gazetted: 23 November 2017

Closing Date: 12 December 2017

Details: City Presentation is an ACT Government business unit that employs approximately 350 staff who are responsible for the management and maintenance of parks, open space and public areas in Canberra. City Presentation employs a diverse mix of white collar and blue collar workers in an environment where workplace health and safety is an important daily issue. The two Workplace Health and Safety (WHS) Officers will primarily be responsible for providing support to operational, technical and professional staff on WHS matters. The successful applicants will also be responsible for the development, maintenance and application of WHS systems and reporting across all sections of City Presentation.

Eligibility/Other Requirements: A current driver's licence is mandatory while tertiary qualifications in WHS, related disciplines and/or suitable experience will be highly regarded.

Note: There are two positions available, one is permanent and one is temporary for a period of 12 months with the possibility of permanency.

Contact Officer: Michael Brice (02) 6205 5263 [michael.brice@act.gov.au](mailto:michael.brice@act.gov.au)

#### **City Presentation**

##### **Licensing and Compliance**

##### **Investigations Unit**

##### **Investigations Ranger**

##### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 181R, several)**

Gazetted: 24 November 2017

Closing Date: 12 December 2017

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

the ACT. About the position: Licensing and Compliance is a business unit within City Presentation that administers a broad range of legislation focused on environmental regulatory and compliance issues and has responsibility for the City Rangers, Domestic Animal Services, Investigations and Land Use Licensing. The Investigations Unit works alongside the other Units within Licensing and Compliance and provides an Investigative capacity to the Business Unit. The Investigations Unit undertakes investigations for legislation administered by City Presentation that deals with matters relating to public amenity and safety, animal welfare, registration of animals, issuing of special licences, patrolling of public spaces, and promotion of responsible pet ownership. The Investigator may be required to work at several locations including depots, and will be responsible for investigating breaches of Acts including the *Public Unleased Land Act 2013*, *Tree Protection Act 2005*, *Litter Act 2004*, *Domestic Animals Act 2000* and *Animal Welfare Act 1992*. The position will be required to respond to complaints and enquiries and providing clear and concise records and advise to Management. The Investigator position will also provide support to staff within Licensing and Compliance to develop skills and build unit cohesion.

Eligibility/Other Requirements: Be prepared to wear a uniform. Be able to work a rotating roster, work overtime and on-call as required. Current driver's licence. Be willing and able to work with dogs and other domestic animals. Prepared to attend Court if required. Certificate IV in Government (Investigation) or ability to obtain within 12 months of employment. Working with Vulnerable People Card or willingness to acquire. Experience in investigations, regulatory services, operations of an animal care facility or ranger services is an advantage. Affinity with animals is an advantage. Demonstrated experience in a regulatory environment.

Note: The position will also involve office duties. All Investigators may be required to be available for on call duties and will report directly to the Ranger in Charge of Investigations.

Contact Officer: Matt Potter (02) 6207 2138 [matt.potter@act.gov.au](mailto:matt.potter@act.gov.au)

#### **City Presentation**

#### **Licensing and Compliance**

#### **Domestic Animal Services**

#### **Senior Ranger**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 39670, several)**

Gazetted: 24 November 2017

Closing Date: 12 December 2017

Details: Licensing and Compliance is a business unit within City Presentation that administers a broad range of legislation focused on environmental regulatory and compliance issues and has responsibility for the City Rangers, Licensing and Investigations and Domestic Animal Services. Domestic Animal Services (DAS) deals with matters relating to public and animal safety, registration of animals, issue of special licences, patrolling of public spaces, care of animals and promotion of responsible pet ownership. The Senior DAS Ranger will be based at the Mugga Lane Animal Shelter in Symonston and will be responsible for the administration and application of the *Domestic Animals Act 2000* and *Animal Welfare Act 1992*, including responding to complaints and enquiries and conducting investigations into breaches of the Acts. The Senior Ranger will also supervise staff and oversee the activities of the pound relating to the welfare of animals in the care of DAS and the safety of visitors to the DAS facility. The Senior Ranger will assist with patrolling and the collection of roaming dogs, impounding and expounding of dogs and investigating more complex dog related issues as required.

Eligibility/Other Requirements: Be prepared to wear a uniform. Be able to work a rotating roster, work overtime and on-call as required. Current driver's licence. Be willing and able to work with dogs and other domestic animals. Prepared to attend Court if required. Certificate IV in Government (Investigation) and capacity to obtain within 12 months of employment. Working with Vulnerable People Card or willingness to acquire. Experience in investigations, regulatory services, operations of an animal care facility or ranger services is an advantage. Affinity with animals is an advantage.

Note: The position will also involve office duties. All rangers at DAS participate in a seven day, 24 hour on-call roster. The position will report directly to the Operations Manager DAS.

Contact Officer: Matt Potter (02) 6207 2138 [matt.potter@act.gov.au](mailto:matt.potter@act.gov.au)

#### **City Presentation**

#### **Licensing and Compliance**

#### **Domestic Animal Services**

#### **Domestic Animal Services Ranger**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 39666, several)**

Gazetted: 24 November 2017

Closing Date: 12 December 2017

Details: Transport Canberra and City Services (TCCS) delivers a wide range of services which Canberran's rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, building and managing our roads, footpaths and cycle paths, building light rail, delivering and operating an integrated public transport network, and maintaining many of Canberra's lakes and ponds. A number of the ACT Government's commercial operations are run by TCCS, including ACT NOWaste, Capital Linen Service, Yarralumla Nursery, and the ACT Public Cemeteries Authority. TCCS employs close to 2000 staff working in locations across the ACT. About the position: Licensing and Compliance is a business unit within City Presentation that administers a broad range of legislation focused on municipal regulatory and compliance issues and has responsibility for the City Rangers, Domestic Animal Services, Investigations and Land Use. Domestic Animal Services (DAS) deals with matters relating to public and animal safety, registration of animals, issue of special licences, patrolling, care of animals and promotion of responsible pet ownership. The DAS Ranger will be based at the Mugga Lane Animal Shelter in Symonston and will be responsible for the administration and application of the *Domestic Animals Act 2000* and *Animal Welfare Act 1992*, including responding to complaints and enquiries, and investigating breaches of these Acts. The Ranger will conduct the activities of the pound relating to the welfare of animals in the care of DAS and the safety of visitors to the DAS facility. The Ranger will conduct patrols of public spaces, collect roaming dogs, impound and expound dogs, and be responsible for preparing briefs for investigation.

Eligibility/Other Requirements: Be prepared to wear a uniform. Be able to work a rotating roster, work overtime and on-call as required. Current driver's licence. Be willing and able to work with dogs and other domestic animals. Certificate IV in Government (Investigation) or capacity to obtain within 12 months of employment. Working with Vulnerable People Card or willingness to acquire. Experience in investigations, regulatory services, operations of an animal care facility or ranger services is an advantage.

Note: The position will also involve office duties. All rangers at DAS participate in a seven day, 24 hour on-call roster. The position will report to the Operations Manager DAS.

Contact Officer: Matt Potter (02) 6207 2138 [matt.potter@act.gov.au](mailto:matt.potter@act.gov.au)

## **City Presentation**

### **Licensing and Compliance**

### **Domestic Animal Services**

### **Operational Support Ranger**

### **Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 39665, several)**

Gazetted: 24 November 2017

Closing Date: 12 December 2017

Details: Transport Canberra and City Services (TCCS) delivers a wide range of services which Canberran's rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, building and managing our roads, footpaths and cycle paths, building light rail, delivering and operating an integrated public transport network, and maintaining many of Canberra's lakes and ponds. A number of the ACT Government's commercial operations are run by TCCS, including ACT NOWaste, Capital Linen Service, Yarralumla Nursery, and the ACT Public Cemeteries Authority. TCCS employs close to 2000 staff working in locations across the ACT. About the position: Licensing and Compliance is a business unit within City Presentation that administers a broad range of legislation focused on municipal regulatory and compliance issues and has responsibility for the City Rangers, Domestic Animal Services, Investigations and Land Use. Domestic Animal Services (DAS) deals with matters relating to public and animal safety, registration of animals, issue of special licences, patrolling, care of animals and promotion of responsible pet ownership. The Operational Support Ranger will be based at the Mugga Lane Animal Shelter in Symonston and will be responsible for providing administrative support to the Facility and is the initial point of contact for members of the public conducting enquiries relating to domestic animals in the Australian Capital Territory. The position is office based and shift work may be available dependent on operational requirements. The position will report to the Operations Manager DAS. 1.

Eligibility/Other Requirements: Experience in working in a customer service environment is highly desirable, but not essential. Be prepared to wear a uniform. Current driver's licence. Be willing and able to work with dogs and other domestic animals. Experience in regulatory services or operations of an animal care facility or ranger services is an advantage.

Contact Officer: Matt Potter (02) 6207 2138 [matt.potter@act.gov.au](mailto:matt.potter@act.gov.au)

**City Places and Infrastructure**

**City Presentation**

**Place Management**

**Parks Presentation Team Leading Hand**

**General Service Officer Level 7 \$59,230 - \$62,549, Canberra (PN: 18148)**

Gazetted: 23 November 2017

Closing Date: 7 December 2017

Details: City Presentation is a Branch within the City Places and Infrastructure Division and is responsible for planning and management of parks and the public domain, including lakes, street trees and public open space and city places. It maintains the look of the city and its environs and is responsible for domestic animal services, city rangers and the protection of trees on public and private land. The position will be located at the Allara St Depot in Civic. The leading hand should be a dynamic person able to lead and work as part of a team of employees engaged in horticultural maintenance and cleaning operations. They will coordinate the use of resources to implement work programs and projects across the urban estate. The leading hand has a focus on safety and providing a harmonious workplace.

Eligibility/Other requirements: Current driver's licence (preferably medium rigid class). Certificate in Horticulture or equivalent qualifications. Chainsaw operators certificate. Chemcert certificate. Be prepared to wear a uniform.

Note: This is a temporary vacancy available from 8 January 2018 until 4 January 2019 with the possibility of extension and/or permanency.

Contact Officer: Andrew Forster (02) 6207 7300 [andrew.forster@act.gov.au](mailto:andrew.forster@act.gov.au)

**Transport Canberra**

**Light Rail**

**Contract Management Office**

**Project Scheduler**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 38948)**

Gazetted: 29 November 2017

Closing Date: 13 December 2017

Details: The Territory is seeking a project scheduler with a minimum of ten years' experience analysing programs within Public Private Partnership (PPP) projects or complex infrastructure projects. The Project Scheduler will be expected to liaise closely with staff and project advisors across the project team and within the ACT Government as necessary. The Project Scheduler will not only develop and update a schedule for both 'Stage 1' and 'Stage 2' of light rail for the 'client' activities but provide a detailed analysis of the delivery program from PPP Co (Contractor) including critical path analysis, logic assessment, performance analysis, development of a Works as Executed program and generation of anticipated completion dates. Dashboard reporting will be a key element of the role as well as a proven track record in programming and analysing Primavera P6 programs.

Eligibility/Other Requirements: Demonstrated experience programming with Primavera P6 software; demonstrated experience analysing construction programs within P6 Software; tertiary qualifications or proven substantial business experience in scheduling and critical path methodology. Desirable, but not essential:

Possessing a minimum of ten years' experience analysing programs within Public Private Partnership projects or complex infrastructure projects.

Note: This is a temporary position available until the end of 2018.

Contact Officer: Jeremy Smith (02) 6207 2322 [jeremy.smith@act.gov.au](mailto:jeremy.smith@act.gov.au)

**Chief Operating Officer Group**

**Governance and Business Solutions**

**Governance Policy Officer**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 10047)**

Gazetted: 30 November 2017

Closing Date: 12 December 2017

Details: The successful applicant will be well organised, demonstrate initiative, have excellent written and spoken communication skills with good knowledge of the functions of Transport Canberra and City Services (TCCS).

Legibility/Other Requirements: Experience in corporate policy writing and and/or annual report coordination is highly desirable.

Note: This is a temporary position available until October 2018 with the possibility of extension.

Contact Officer: Nikki Pulford (02) 6205 5466 [nikki.pulford@act.gov.au](mailto:nikki.pulford@act.gov.au)

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



## APPOINTMENTS

### Canberra Institute of Technology

#### **Teacher Level 1 \$70,519 - \$94,094**

†Justin Gibson 821-01824, Section 68(1), 21 November 2017

Note: This appointment is to a non-advertised vacancy and is made in accordance with the Public Sector Management Standards, Section 14, Direct Appointment of Employee – General.

### Chief Minister, Treasury and Economic Development

#### **Senior Officer Grade B \$118,319 - \$133,197**

AUDREY AQUILINA 847-04717, Section 68(1), 27 November 2017

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415**

Scott Hatton 853-46587, Section 68(1), 29 November 2017

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175**

Cody Moran 853-30067, Section 68(1), 23 November 2017

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356**

Trent Mylrea 853-55889, Section 68(1), 23 November 2017

#### **Senior Officer Grade C \$100,462 - \$108,140**

Sarah Staruszkiewicz 853-71336, Section 68(1), 28 November 2017

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356**

Clare Grace Vincent 853-74617, Section 68(1), 11 December 2017

### Community Services

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356**

Deborah Carlisle 825-44828, Section 68(1), 27 November 2017

#### **Health Professional Level 1 \$57,941 - \$73,823**

Tahlia Rickwood 853-74123, Section 68(1), 27 November 2017

#### **Administrative Services Officer Class 1 \$47,088 - \$51,800**

Thomas Sauer 846-87902, Section 68(1), 30 November 2017

### Health

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

Binoji Alumoottil Babykutty 848-20179, Section 68(1), 30 November 2017

#### **Health Service Officer Level 3 \$48,385 - \$49,958**

Marjorie Coleman 833-46305, Section 68(1), 30 November 2017

#### **Senior Officer Grade C \$100,462 - \$108,140**

Fiona Day 853-59433, Section 68(1), 23 November 2017

#### **Senior Officer Grade C \$100,462 - \$108,140**

Jarrold Farrelly 842-87407, Section 68(1), 20 November 2017

**Senior Officer Grade C \$100,462 - \$108,140**

Joanne Lesiputty 853-58975, Section 68(1), 23 November 2017

**Registered Nurse Level 2 \$88,249 - \$93,533**

Kate Newall 853-59302, Section 68(1), 27 November 2017

**Senior Officer Grade C \$100,462 - \$108,140**

Jessica Palazzo 853-73980, Section 68(1), 23 November 2017

**Justice and Community Safety**

**Senior Officer Grade C \$100,462 - \$108,140**

Abu Anowar 853-70907, Section 68(1), 25 November 2017

**Building Trade Inspector \$88,336 - \$100,462**

Adrian Jorritsma 853-73008, Section 68(1), 2 January 2018

**Transport Canberra and City Services**

**Administrative Services Officer Class 4 \$66,656 - \$72,175**

Bruce Garrett 844-01265, Section 68(1), 22 November 2017

**EGSO4.2 - Workshop Staff \$61,964**

Travis Ingram 844-84929, Section 68(1), 27 November 2017

**Technical Officer Level 4 \$79,824 - \$91,356**

Aidan Joyce 836-02161, Section 68(1), 3 December 2017

**TRANSFERS**

**Education**

**Carolyn Farthing: 749-28637**

From: Administrative Services Officer Class 3 \$66,656 - \$72,175  
Community Services

To: Administrative Services Officer Class 4 \$66,656 - \$72,175  
Education, Canberra (PN37066) (Gazetted 14/06/2017)

**Health**

**Divya Babu: 821-58986**

From: Registered Nurse Level 2 \$88,249 - \$93,533  
Health

To: Registered Nurse Level 2 \$88,249 - \$93,533  
Health, Canberra (PN. 13155) (Gazetted 20 July 2017)

**Judith Ingwersen: 608-00210**

From: Registered Nurse Level 2 \$88,249 - \$93,533  
Health

To: Registered Midwife Level 2 \$88,249 - \$93,533  
Health, Canberra (PN. 28757) (Gazetted 20 July 2017)

**Ann Joson: 825-49610**

From: Registered Nurse Level 2 \$88,249 - \$93,533  
Health

To: Registered Nurse Level 2 \$88,249 - \$93,533  
Health, Canberra (PN. 15290) (Gazetted 20 July 2017)

**Jessica Minchin: 834-51180**

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

To: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)  
Health, Canberra (PN. 27692) (Gazetted 26 October 2017)

**Kelsey Schipp: 853-71088**

From: Registered Nurse Level 1 \$63,548 - \$84,888  
Calvary Health Care ACT (Public)

To: Registered Nurse Level 1 \$63,548 - \$84,888  
Health, Canberra (PN. 15988) (Gazetted 20 July 2017)

## **PROMOTIONS**

### **Chief Minister, Treasury and Economic Development**

#### **Access Canberra**

##### **Licensing and Registration**

##### **Transport Licensing**

**Hayley Eastman: 799-96970**

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. 02498) (Gazetted 27 September 2017)

#### **Finance and Business Division**

**Emma Elento: 846-83709**

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. 32490) (Gazetted 29 August 2017)

#### **Access Canberra**

##### **Licensing and Registration**

##### **Business Support and Training**

**Briony Heany: 846-96702**

From: Administrative Services Officer Class 3 \$60,039 - \$64,616  
Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$74,081 - \$78,415  
Chief Minister, Treasury and Economic Development, Canberra (PN. 23118) (Gazetted 17 October 2017)

#### **Finance and Business Division**

**Geoffrey Hodder: 848-64307**

From: Administrative Services Officer Class 4 \$66,656 - \$72,175  
Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$74,081 - \$78,415  
Chief Minister, Treasury and Economic Development, Canberra (PN. 35265) (Gazetted 29 August 2017)

**Partnership Services**

**Service Centre**

**Service Desk**

**Christopher Humphries: 827-24335**

From: Information Technology Officer Class 1 \$64,616 - \$73,554

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development, Canberra (PN. 00533) (Gazetted 25 July 2017)

**Shared Services**

**Finance and Payroll**

**Finance Reporting**

**SELINA PARVEEN KAZI: 781-67978**

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. 10048) (Gazetted 25 August 2017)

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.

**Finance and Business Division**

**Midori Kobayashi: 853-42041**

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. 35260) (Gazetted 29 August 2017)

**Shared Services**

**Finance and Payroll**

**Finance Reporting**

**Christine Kwiatkowski: 754-06371**

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. 07289) (Gazetted 25 August 2017)

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.

**Procurement, Property and Venues**

**Goods and Services Procurement**

**Management, Analysis and Reporting Systems**

**Shilpa Mehta: 846-89043**

From: Information Technology Officer Class 1 \$64,616 - \$73,554

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$74,081 - \$78,415

Chief Minister, Treasury and Economic Development, Canberra (PN. 28135) (Gazetted 19 October 2017)

**Finance and Business Division**

**Ann Wilson Walker: 785-53991**

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. 43106) (Gazetted 29 August 2017)

**Shared Services**

**Finance and Payroll**

**Finance Reporting**

**Yewei Yang: 835-68135**

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. 07317) (Gazetted 25 September 2017)

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 Gungahlin Network**

**Ainslie School**

**Josephine Maybury: 772-18323**

From: Administrative Services Officer Class 5 \$74,081 - \$78,415

Education

To: Administrative Services Officer Class 6 \$79,824 - \$91,356

Education, Canberra (PN. 37191) (Gazetted 23 October 2017)

**Health**

**Canberra Hospital and Health**

**Dorota Baker: 844-83440**

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

Health

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

Health, Canberra (PN. 25508) (Gazetted 5 October 2017)

**Canberra Hospital and Health Services**

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

**Child and Adolescent Mental Health**

**Alison Cook: 844-81496**

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

Health

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

Health, Canberra (PN. 23995) (Gazetted 4 May 2017)

**Canberra Hospital and Health Services**

**Alexandria De Groot: 845-20432**

From: Registered Nurse Level 1 \$63,548 - \$84,888

Health

To: Registered Nurse Level 2 \$88,249 - \$93,533

Health, Canberra (PN. 18644) (Gazetted 26 October 2017)

**Canberra Hospital and Health Services**

**Ernest Gutu: 834-44319**

From: Registered Nurse Level 1 \$63,548 - \$84,888

Health

To: Registered Nurse Level 2 \$88,249 - \$93,533

Health, Canberra (PN. 18892) (Gazetted 26 October 2017)

**Canberra Hospital and Health Services**

**Mercy Gutu: 838-54465**

From: Registered Nurse Level 1 \$63,548 - \$84,888

Health

To: Registered Nurse Level 2 \$88,249 - \$93,533  
Health, Canberra (PN. 25675) (Gazetted 26 October 2017)

**Canberra Hospital and Health**

**Jun qing Li: 844-33646**

From: Registered Nurse Level 1 \$63,548 - \$84,888  
Health  
To: Registered Nurse Level 2 \$88,249 - \$93,533  
Health, Canberra (PN. 13311) (Gazetted 26 October 2017)

**Canberra Hospital and Health Services  
Cancer, Ambulatory and Community Health Support**

**Sally McCloy: 827-51376**

From: Registered Nurse Level 1 \$63,548 - \$84,888  
Health  
To: Registered Nurse Level 2 \$88,249 - \$93,533  
Health, Canberra (PN. 22468) (Gazetted 5 October 2017)

**Canberra Hospital and Health Services**

**Jane Rubendra: 816-80000**

From: Registered Nurse Level 1 \$63,548 - \$84,888  
Health  
To: Registered Nurse Level 2 \$88,249 - \$93,533  
Health, Canberra (PN. 16824) (Gazetted 20 July 2017)

**Canberra Hospital and Health Services**

**Divish Seethilal: 825-49848**

From: Registered Nurse Level 1 \$63,548 - \$84,888  
Health  
To: Registered Nurse Level 2 \$88,249 - \$93,533  
Health, Canberra (PN. 12439) (Gazetted 26 October 2017)

**Corporate**

**Ash Shah: 853-74502**

From: Senior Officer Grade B \$118,319 - \$133,197  
Calvary Public Hospital Bruce  
To: †Senior Officer Grade A \$137,415  
Health, Canberra (PN. 00916) (Gazetted 21 September 2017)

**Justice and Community Safety**

**Victim Support ACT**

**HRC**

**Victim Support ACT**

**Margo Lilley: 817-69646**

From: Health Professional Level 3 \$87,257 - \$91,942  
Justice and Community Safety  
To: †Health Professional Level 4 \$100,462 - \$108,140  
Justice and Community Safety, Canberra (PN. 10200) (Gazetted 12 October 2017)

**Public Trustee and Guardian**

**Finance Unit**

**Joanne Thompson: 545-59491**

From: Senior Officer Grade B \$118,319 - \$133,197  
Justice and Community Safety

To: †Senior Officer Grade A \$137,415  
Justice and Community Safety, Canberra (PN. 38577) (Gazetted 18 August 2017)

**Transport Canberra and City Services**

**City Services**

**Roads ACT**

**Road Maintenance**

**Andrew Gray: 853-41663**

From: General Service Officer Level 5/6 \$52,198 - \$57,445

Transport Canberra and City Services

To: General Service Officer Level 8 \$64,188 - \$67,825

Transport Canberra and City Services, Canberra (PN. 03136) (Gazetted 24 October 2017)