



ACT Government Gazette

Gazetted Notices for the week beginning 22 February 2018

VACANCIES

Calvary Health Care ACT (Public)

Various

Director of Clinical Services, Medical Senior Staff Specialist TBA, Canberra (PN: Several)

Gazetted: 28 February 2018

Closing Date: 18 March 2018

Details: Full position details can be seen on Calvary Public Hospital Bruce's website,

<https://calvary.mercury.com.au>

Reference Number 16813

Contact Officer: Barb Reid (02) 6201 6101 barb.reid@calvary-act.com.au Applications can be forwarded to:

<https://calvary.mercury.com.au>

Finance

VMO Claims Officer

Administrative Services Officer Grade 4 \$66,656 - \$66,656, Canberra (PN: LP7395)

Gazetted: 28 February 2018

Closing Date: 5 March 2018

Details: Full position details can be seen on Calvary Public Hospital Bruce's website,

<https://calvary.mercury.com.au>

Reference Number 16835

Contact Officer: Scott Mackenzie Scott.Mackenzie@calvary-act.com.au

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

Palliative Care

Nurse Practitioner

Registered Nurse Level 4 122,486 - \$122,486, Canberra (PN: TBA)

Gazetted: 28 February 2018

Closing Date: 11 March 2018

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

Reference Number 16840

Contact Officer: Jane Etchells jane.etchells@calvary-act.com.au

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

Pharmacy

Senior Pharmacist

Health Professional Level 3 \$87,257 - \$87,257, Canberra (PN: TBA)

Gazetted: 28 February 2018

Closing Date: 1 March 2018

Details: Full position details can be seen on Calvary Public Hospital Bruce's website,

<https://calvary.mercury.com.au> Reference Number 16599

Contact Officer: Liisa Nurmi liisa.nurmi@calvary-act.com.au

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

Various

Registered Nurse

RN Level 2 \$88,249- \$93,533, Canberra (PN: Several)

Gazetted: 28 February 2018

Closing Date: 21 March 2018

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

Reference Number 16814

Contact Officer: Koushik Gowda (02) 6201 16631 koushik.gowda@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Various

Registered Nurse

RN Level 2 \$88,249- \$93,533, Canberra (PN: Several)

Gazetted: 28 February 2018

Closing Date: 4 March 2018

Details: Full position details can be seen on Calvary Public Hospital Bruce's website,
<https://calvary.mercury.com.au> Reference 16811

Contact Officer: John Merchant (02) 6201 6952 John.Merchant@calvary-act.com.au
Applications can be forwarded to: <https://calvary.mercury.com.au>

Canberra Institute of Technology

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

People and Organisational Governance

Human Resources

Staffing Advisor

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 40051)

Gazetted: 23 February 2018

Closing Date: 9 March 2018

Details: CIT Human Resources is seeking an energetic individual to fulfil a new role within the Recruitment Team. This is an opportunity to work in a small team providing high level advice and support across the Institute on selection and the employment life cycle. You will have excellent communication skills and the ability to liaise with people at all levels. 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: Experience in using information systems such as Microsoft Office Suite, Chris21, BANNER, TRIM (Records Management System), and other databases is highly desirable.

Note: This position is 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: Johnelle Teague (02) 6207 3623 johnelle.teague@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**

Infrastructure Finance and Capital Works

Civil Infrastructure

Senior Program Manager, Civil Infrastructure Delivery

Infrastructure Manager/Specialist 3 \$174,951, Canberra (PN: 14835)

Gazetted: 22 February 2018

Closing Date: 1 March 2018

Details: Expressions of interest (EOI) are sought for the Infrastructure Manager, Level 3. Economic Development facilitates the Territory's economic prosperity in line with the Government's commitment to sustainable development (balancing economic, social and environmental considerations). The directorate develops policies and manages programs that promote economic development including in the areas of: business development and support; land release and development; major public works and other large projects; Territory venues including Stromlo forest Park, Canberra Stadium and Manuka Oval; and major community and tourism events, including promoting Canberra as a destination for new residents who can enhance the Territory's economic development (the 'Live in Canberra' campaign). Economic Development has significant social and cultural roles in developing policies and managing programs designed to improve housing affordability in the Territory, particularly for lower income households; and also in relation to fostering widespread participation in the community in sport and recreation activities. Infrastructure Finance and Capital Works facilitates the procurement of over \$500 million of capital works on behalf of the ACT Government agencies; prepares tenders and contracts; project manages works; develops, implements and provides advice on procurement policy and processes; maintains the Government's Contracts Register; administers the Government's prequalification and Work Health and Safety Active Certification schemes; and delivers Government capital works and infrastructure projects. The position of Senior Program Manager, Civil Infrastructure Delivery, is responsible for managing a team of staff, consultants and contractors with responsibility for a broad range of detailed design and construction projects, and managing large complex high-risk capital works projects, as directed. This is a significantly important role that engages across the community and provides the opportunity to truly make a difference across the ACT.

Note: This is a temporary position available from 8 March 2018 to 27 April 2018. Selection may be based on written application and referee reports only. This position is available to ACT Public Service employees only.

How to apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae. Applications are to be sent to the contact officer, Michael McGrath at michael.mcgrath@act.gov.au by 2pm Thursday 1 March 2018.

Contact Officer: Michael McGrath (02) 62071491 michael.mcgrath@act.gov.au

Shared Services

Finance and Payroll Services

Finance and HR Applications Support

LSL Business Project Manager

Senior Professional Officer Grade B \$118,319 - \$133,197, Canberra (PN: 38745)

Gazetted: 27 February 2018

Closing Date: 6 March 2018

Details: Shared Services HR System team is seeking a Business Project Manager for the Long Service Leave Project. The Business Project Manager is responsible for the overall business project management to ensure business benefits can be realised, administration and project governance for system enhancement. The role requires high level understanding of LSL conditions in the ACTPS and the varying Enterprise Agreements. The Business Project Manager will work collaboratively with various business unit and Directorates and will require high level technical/analytical written and oral communication skills, particularly in relation to high level project management documentation. 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: Expressions of interest are invited for suitably experienced candidates with demonstrated experience and knowledge in HR system and payroll operations.

Note: This is a temporary position available until 31 August 2018. This position is open to current ACTPS employees only.

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

Applications should be sent to the Contact Officer.

Contact Officer: Vivien Tran (02) 6205 2522 vivien.tran@act.gov.au

Shared Services

Business Applications Management

Shared Services ICT

Pathology Application Support Manager

Senior Information Technology Officer Grade B \$118,319 - \$133,197, Canberra (PN: 01580)

Gazetted: 26 February 2018

Closing Date: 13 March 2018

Details: We seek a person with experience in Pathology Information and Communication Technology (ICT) to manage a team supporting the ACT Health Pathology suite of applications for approximately six months. The role will coordinate Business as usual (BAU) and Project activities, provide a wide range of general and technical support and will manage vendor and customer relationships. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

Contact Officer: Mick Hassan (02) 6205 0208 mick.hassan@act.gov.au

Access Canberra

Customer Coordination

Complaints Management Team

Senior manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 18870)

Gazetted: 23 February 2018

Closing Date: 23 February 2018

Details: The Access Canberra Complaints Management Team are looking for a Senior Manager who is dynamic, flexible, and solutions-focused to lead the team and make some real contributions towards shaping the way Access Canberra engages with its customers, deals with complaints, and communicates with our colleagues, stakeholders and the community. Are you someone who is looking for a challenge? Are you keen to contribute to transformational change in our organisation? Then this is for you! The Complaints Management Team will be a "game changer" in regulation and customer service for Access Canberra. We are putting the call out for a suitably skilled and motivated individual to get involved and make a difference.

Note: This is a temporary position available for six weeks. This position is available to ACT Public Service employees only. This is a Senior Officer Grade A position but will be filled at partial performance at Senior Officer Grade B Level.

How to apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than one page outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Narelle Bramwell (02) 6205 3706 narelle.bramwell@act.gov.au

Policy and Cabinet

Regulatory Reform

Senior Policy Officer, Regulatory Reform

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 37085)

Gazetted: 23 February 2018

Closing Date: 2 March 2018

Details: The Regulatory Reform Team is seeking an experienced Senior Policy Officer to lead projects for Whole of Government Regulatory Reform, including legislation and policy matters.

Eligibility / other requirements: Experience in leading reform projects would be an advantage.

Note: This is a temporary position available until 30 June 2018. This position is available to ACT Public Service employees only.

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

Contact Officer: Narina Dahms (02) 6207 6614 narina.dahms@act.gov.au

Enterprise Canberra

Events ACT

Events Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 22636)

Gazetted: 23 February 2018

Closing Date: 9 March 2018

Details: Events ACT is seeking an energetic and motivated team member to join a small and dynamic high performing team to deliver a suite of major and high profile community events in the ACT. This event portfolio includes major events such as Floriade, NightFest and Enlighten, and community events including the Canberra Nara Candle Festival, New Year's Eve, Australia Day, Canberra Day, Symphony in the Park and the Canberra Balloon Spectacular, to name a few. Being part of a dynamic and fast paced team environment, the successful officer will have excellent interpersonal skills, be highly motivated, reliable, willing and committed to contributing to a high performing team. Modelling the ACT Public Service Values and Signature Behaviours of respect, integrity, collaboration and innovation, they will show initiative and lead by example.

Eligibility/ other requirements: Applicants should possess a current driver's licence and have the ability to work flexible hours including weekends and public holidays.

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

Selection may be based on application and referee reports only.

Contact Officer: Michael Salmon (02) 6205 0661 michael.salmon@act.gov.au

Access Canberra

Licensing and Registrations

Construction and Worksafe Licensing

Assistant Manager, Construction and Worksafe Licensing

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 18924, several)

Gazetted: 22 February 2018

Closing Date: 8 March 2018

Details: Most people know a tradie or have engaged a tradie's services right? Do you want to learn more about their industries and how they operate? Do you want to be part of making sure Canberrans have safe buildings to live, work, visit and play in? Have you heard about how Access Canberra is making things easier for business and community and thought that sounds like something you want to be part of? Access Canberra is looking for a highly motivated individual to fill the role of Assistant Team Leader within the Construction and Workplace Licensing Team. The individual will be responsible for assisting the Manager in leading and developing the team, monitoring work-flow and tackling some of the trickier enquiries. The Construction and Workplace licensing team consists of delegates of statutory officers; Construction Occupations Registrar, the Regulator of Work Health and Safety and Registrar of the ACT Architects Board. These delegates are responsible for administering licensing and registration laws in relation to construction licences, union entry permits, plant registrations, general construction induction cards, asbestos licences and architects registration. This position is within a team where the successful individual will have the opportunity: to partake in an interesting and fulfilling work in a unique government environment where you can see the impact you have on the Canberra community. To work with passionate, innovative and experienced leaders who encourage and support you to develop your interests and expertise. To enjoy a flexible workplace with brand new, state of the art accommodation enabling activity-based work in a fun and creative environment. Your suitability for the position will be assessed in three key areas: Skills – the skills you have, based on your qualifications and previous experience, to fulfil the duties/responsibilities of the role. Knowledge – the knowledge you have, based on your qualification and experience, that will enable you to perform the duties/responsibilities of the role to a high standard. Behaviour – how well you will fit into the team, Division,

Access Canberra and ACT Government based on the ACT Government Signature Values and Behaviours and the Access Canberra Culture described in the Division Overview.

Note: An order of merit will be established for filling temporary or permanent positions at level within the next 12 months from this process. To apply please, in no more than two pages, answer the following two questions: 1.

Detail your greatest achievements in the last five years and how they relate to this position and its duties. 2. Detail your demonstrated ability, ingenuity, experience and qualifications making you the best person for this role.

Please attach a current resume and contact details of two referees.

Contact Officer: Rachel Zsuzsa (02) 6205 1342 rachel.zsuzsa@act.gov.au

Access Canberra

Customer Coordination

Event and Business Coordination

Events Coordination Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 35589)

Gazetted: 28 February 2018

Closing Date: 14 March 2018

Details: Are you eager to get the inside scoop on all the cool events in Canberra? Are you struggling to find where you fit in the world because you're interested in too many things at once? Can you liaise with regulators and the community to facilitate fun, exciting and unique events to be held in your own backyard? Well, read on my friend! This is a fun, challenging and exciting role where you witness the impact we have cutting red tape and making it easier, simpler and faster for our customers to do business with government. If you're up to the task, please submit your resume, contact details of two referees, and an application addressing the selection criteria in no more than two pages.

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.

Contact Officer: Felicity Burns (02) 6205 9373 felicity.burns@act.gov.au

Shared Services

Executive

Executive Assistant to Executive Director Shared Services

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 04437)

Gazetted: 26 February 2018

Closing Date: 12 March 2018

Details: Good at organising a busy executive? Do you have exceptional attention to detail? The Office of the Executive Director, Shared Services is currently seeking an enthusiastic and organised person for the role of Executive Assistant to provide professional administrative support. The position works alongside the Executive Officer to ensure the smooth operation of the Executive Directors Office. Responsibilities include correspondence, diary management, documentation co-ordination and maintaining efficient and effective office systems. The position requires commitment to quality customer service, and the ability to exercise sound judgement, flexibility, tact and discretion. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Previous experience as an Executive Assistant would be highly regarded.

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

Contact Officer: Shannon Rowe (02) 6205 2043 shannon.rowe@act.gov.au

Access Canberra

Projects, Governance and Support

Legal Unit

Legal Assistant

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 05749)

Gazetted: 23 February 2018

Closing Date: 2 March 2018

Details: Access Canberra has an exciting opportunity within the Legal Team for an enthusiastic person to provide a wide range of administrative support to the solicitors within the team. This is a unique opportunity for exposure to a wide range of government legislation focused on risk management and great outcomes for the community. You will be required to undertake a broad range of administrative support, for example updating regular reports, undertaking research, drafting correspondence, scanning, sorting files, collating documents and arranging production under subpoenas and third party production notices, co-ordinate responses on a wide range of issues for the unit, provide secretariat services for the Regulatory Advisory Committee, liaise and negotiate with internal and external stakeholders at all levels.

Eligibility/Other Requirements: As we are moving to a different way of managing our cases and advices, we need someone who is proficient in the use of Microsoft Office Suite, Excel, and Adobe for the creation of reports, HP Trim and WIRE.

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

Contact Officer: Radmila Andric (02) 6207 4988 radmila.andric@act.gov.au

Shared Services

Finance

Debt Management

Debt Management Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 07267, several)

Gazetted: 26 February 2018

Closing Date: 5 March 2018

Details: The Debt Management Officer is a key position within the Shared Services Debt Management Team. The role has a strong focus on both internal and external customer service whilst ensuring key performance indicators and service deliverable standards for the area are met. The primary function of the role is to negotiate and recover payments for outstanding debt owed. 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.

Contact Officer: Robert Miller (02) 6207 8119 robert.miller@act.gov.au

Procurement, Property and Venues

Venues Canberra

Exhibition Park in Canberra

Event Sales Assistant

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 31485)

Gazetted: 27 February 2018

Closing Date: 15 March 2018

Details: Venues Canberra manages venues and events at Exhibition Park in Canberra, GIO Stadium, Manuka Oval, Stromlo Forest Park and the National Arboretum Canberra. We seek a proactive and experienced sales officer to support the Business Development Officer in selling events primarily at Exhibition Park in Canberra. This position is ideal for a person who can work closely with external and internal stakeholders and provide high quality customer service. 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: Helen Taylor (02) 6205 4915 helen.taylor@act.gov.au

Workplace Safety and Industrial Relations

Injury Management and Safety Team

Injury Management Team

Case Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 09078)

Gazetted: 27 February 2018

Closing Date: 11 March 2018

Details: An exciting opportunity exists in the Injury Management and Safety Team, Workplace Safety and Industrial Relations for an enthusiastic and motivated individual who is keen to work in a dynamic, busy and challenging environment. The position of Case Officer centres on the administrative management of less complex low risk compensation cases, analysis of information from multiple sources to prepare and complete case reviews and liaison with managers, HR areas and Comcare. Essential to the role is proactive communication and the coordination of high level administration support including Customer Service Support activities. This is a fast-paced operational environment and the ability to meet tight deadlines while managing competing priorities is essential. The position requires demonstrated analytical abilities, together with sound communication (both written and verbal), attention to detail and effective ability to work within a team in an operational environment across the ACT Government.

Eligibility/Other Requirements: Experience in interpreting Safety, Rehabilitation and Compensation legislation and the management of records according to the *Territory Records Act 2002* would be highly regarded.

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

Contact Officer: Chelsea Drewsen (02) 6205 5203 chelsea.drewsen@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

Children, Youth and Families

Children and Families

West Belconnen Child and Family Centre

Team Leader

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 19565)

Gazetted: 26 February 2018

Closing Date: 12 March 2018

Details: The West Belconnen Child and Family Centre is seeking to fill the role of Team Leader. The successful applicant will report to the centre manager and work closely with the team leaders and the broader management team to provide clinical supervision, mentoring and support of workers within the Early Intervention and Prevention unit, as well as contributing to the professional learning strategies that enhance staff competencies in working with children and families. The position will participate in the development and maintenance of government and community partnerships, program planning, review and evaluation and will be an active member of the management team within the unit.

Eligibility/Other Requirements: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804; Social Work degree or related discipline with eligibility for membership of the Australian Association of Social Workers, plus a minimum of three years practice experience in a relevant field. Currents drivers licence is essential.

Note: This is a temporary position available for a period of six months until 8 June 2018 with the possibility of extension.

Contact Officer: Melanie Thompson (02) 6207 1983 melanie.thompson@act.gov.au

Inclusion and Participation

Office for Women

Assistant Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39123)

Gazetted: 23 February 2018

Closing Date: 12 March 2018

Details: We are seeking a high performing Assistant Manager for a position in the Office for Women. To be successful in this position you will have proven skills in policy development, briefing, program management, stakeholder engagement, and an ability to work to tight time frames. The Office for Women is responsible for supporting relevant Ministers in their roles in the community, Assembly and in Commonwealth/State forums, setting the framework agenda for government strategies and actions in relation to advancing the interests of key constituency groups. This includes implementing the ACT Women's Plan 2016-26. The Office for Women takes a leading role in facilitating a number of community-related events and activities and implements a range of services and programs relevant to the constituency groups. The Office for Women also provides secretariat services to the Ministerial Advisory Council on Women. The successful applicant would be required to contribute to the development and implementation of policies and management of programs administered by the work stream, including grants programs and events management; supervise the preparation and completion of briefs, cabinet submissions, speeches and written reports as required; provide advice and information on issues relating to the work stream; manage and develop the skills and capabilities of team members; contribute to work stream administration including operational and financial reporting; represent the Office for Women, the Directorate and the ACT Government at events, activities and forums; model behaviours consistent with the ACT Government's Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with the Directorate's Work Health and Safety system.

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

Contact Officer: Freya O'Brien (02) 6205 8434 freya.o'brien@act.gov.au

Housing ACT

Specialist Homelessness Service Delivery Unity

Senior Policy Officer

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

Gazetted: 27 February 2018

Closing Date: 13 March 2018

Details: Applications are sought for an exciting position within the Specialist Homelessness Services Delivery Unity within Housing ACT. Senior Policy Officers are responsible for contract management and program development and issues management for the ACT Specialist Homelessness Sector. The successful occupant will administer service funding agreements with community organisations, manage organisational and directorate compliance with contractual obligations, and contribute to human services policy development.

Contact Officer: Michelle Anderson (02) 6205 3305 michelle.anderson@act.gov.au

Education

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

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

School Performance and Improvement

Learning and Teaching

Curriculum

Manager - Learning and Teaching Branch

School Leader B \$134,806, Canberra (PN: 04089)

Gazetted: 27 February 2018

Closing Date: 13 March 2018

Details: The Learning and Teaching Branch are looking for a dynamic leader in the Curriculum Section. The position requires a strong understanding of the Australian Curriculum with demonstrated capability to develop and support schools to implement it effectively and systematically. This role demands strong collaborative skills and ability to work within a large branch with a focus on school improvement.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain). Experience in government processes, policy development and

strong writing skills are desirable. 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
Contact Officer: Jason Borton (02) 6142 3630 jason.borton@act.gov.au

School Performance and Improvement

South and Weston Network

Torrens Primary School

Deputy Principal

School Leader B \$134,806, Canberra (PN: 04012)

Gazetted: 27 February 2018

Closing Date: 13 March 2018

Details: Torrens Primary School has over 500 students and three off-site preschools. Duties include, but not limited to: Support the Principal to develop and achieve whole school strategic goals and implement the School Plan in conjunction with the School Board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students. Lead student welfare and engagement across the school with a focus on inclusion and support of every student and their families; lead and build staff capacity in the design and delivery of high quality literacy and Inquiry practices using the Conceptual Framework; lead the three preschools in continuing to achieve Exceeding ratings in all areas of the National Quality Standards and undertake an appropriate teaching load and other duties as determined 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 professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain). 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

Contact Officer: Rachel Matthews (02) 6205 7411 rachel.matthews@ed.act.edu.au

School Performance and Improvement

Learning and Teaching

Pedagogy

Executive Officer

School Leader C \$115,778, Canberra (PN: 02281)

Gazetted: 23 February 2018

Closing Date: 9 March 2018

Details: The Pedagogy section is seeking a high performing officer with expertise in education leadership. The successful applicant will be required to manage complex projects and prepare papers, correspondence, and briefing notes for the Minister and senior executive. Candidates should therefore demonstrate high level strategic and analytical skills and an understanding of the requirements of government. Highly developed research, analysis and communication skills, and the ability to provide strategic advice with an emphasis on stakeholder engagement, consultation, innovation and sustainability is essential.

Note: This is a temporary position available until 28 January 2019 with the possibility of extension.

How to apply: Applicants should submit a two-page expression of interest, a curriculum vitae and the names of two referees. Selection may be based on application only. Please note this is an office-based position and stand down periods do not apply. The supporting statement should address the capabilities listed below and address the attached position description: Leading learning and teaching, leading improvement, innovation and change; leading the management of the school (section).

Contact Officer: Josephine Andersen (02) 6205 9350 josephine.andersen@act.gov.au

Business Services Division

Governance and Community Liaison

Ministerial and Commonwealth Relations

Senior Ministerial Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 14966)

Gazetted: 23 February 2018

Closing Date: 9 March 2018

Details: The Ministerial and Commonwealth Relations Unit of the Education Directorate is looking for an experienced, energetic and motivated team player to the position of Senior Ministerial Officer. You will be part of the leadership team, project a positive attitude and will demonstrate a commitment to being a team player in a high performing team within a high profile Directorate. This role is a great opportunity for the right person who wants to work in a fast paced environment, is proactive and shows initiative. You will have excellent interpersonal skills, highly developed organisational skills with an eye for detail, as well as demonstrated high level skills, knowledge and experience in external stakeholder relations, inter-governmental coordination and ministerial briefing and correspondence. Sometimes this will require some 'out of the box' thinking, but we encourage all our staff to challenge how things have always been done – because we aim, and indeed need to do it better. The key focus of your new team is to provide support to the Minister and Minister's Office; support the Senior Executive Team and Directorate coordinate all material related to Cabinet, Assembly and Ministerial processes. You will develop and maintain strong professional relationships with colleagues within and across Government and the education sector. You will need to manage issues of sensitivity and confidentiality and prepare written correspondence and briefs. But wait there's more; the Senior Ministerial Officer will have the opportunity to take the lead on policy, program and service development projects and research when required. To do this you will conduct research and analysis and prepare briefing materials for consultation by a range of internal committees and external stakeholders.

Note: This is a temporary position available until 30 June 2018 with the possibility of extension.

Contact Officer: Chris Jones (02) 6207 0333 chrisd.jones@act.gov.au

School Performance and Improvement

Student Engagement

Inclusion and Engagement

Occupational Therapist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 36993)

Gazetted: 23 February 2018

Closing Date: 2 March 2018

Details: The Education Directorate has expanded their Network Student Engagement Teams (NSET) to include allied health professionals. To provide allied health support to ACT Public Schools, applications for a Health Professional Level 3 (HP3) Occupational Therapist is being sought. This position will work closely with the schools to provide in-school services to assist students who require allied health support to access the school curriculum. Eligibility/Other Requirements: Tertiary qualifications or equivalent in Occupational Therapy. Current registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA). Current drivers licence is essential. 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

Note: This is a temporary position available until 31 December 18 with the possibility of extension and/or permanency.

Contact Officer: Tania Piper (02) 6205 4869 tania.piper@ed.act.edu.au

Education Strategy

Student Engagement

Network Student Engagement Team

Social Worker

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 37338)

Gazetted: 23 February 2018

Closing Date: 16 March 2018

Details: The Network Student Engagement Teams (NSET) are multi-disciplinary teams who work with schools to deliver quality services to families of young people who are experiencing difficulty connecting to school and engaging with education. The successful candidate will be required to: work with a caseload to coordinate family support programs including the provision of casework, intervention and referral services. This role works

collaboratively with school counsellors and student welfare teams as well as government and non-government agencies to improve support to students and families.

Eligibility/Other Requirements: Minimum requirements: Tertiary qualifications in social work with eligibility for membership of the Australian Association of Social Workers (AASW). Experience working with families as part of a multi-disciplinary team is highly desirable. A current driver's licence is required and the use of own vehicle for work purposes. This position does not attract school stand down conditions. 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

Notes: This temporary position is available until 23 January 2019, with the possibility of extension and/or permanency. Full-time and part-time hours will be considered.

Contact Officer: Arlene Mackenzie 0435 658 842 arlene.mackenzie@ed.act.edu.au

Office for Schools

Tuggeranong Network

Lake Tuggeranong College

Finance Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 03029)

Gazetted: 23 February 2018

Closing Date: 2 March 2018

Details: Lake Tuggeranong College is seeking a highly motivated Finance Officer. The successful applicant will maintain the college's financial systems using the MAZE package, providing financial advice where required. The successful applicant will also assist in the preparation of budgets, prepare estimates, financial returns and conduct regular expenditure reviews against approved allocations and prepare statements/returns to show trends. The successful applicant will have a supervisory role of the front office staff and will possess excellent communication and customer service skills and have the ability to work within a busy work environment that has competing demands.

Eligibility /other requirements: Highly desirable: Competent in the use of the MAZE package, or equivalent package or relationship databases, particularly as it relates to finance. Qualification in Business Administration or equivalent. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

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

Contact Officer: Letitia Edwards (02)6142 3660 letitia.edwards@ed.act.edu.au

School Performance and Improvement

Tuggeranong Network

Wanniassa School

Administrative - Finance Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 24470)

Gazetted: 23 February 2018

Closing Date: 2 March 2018

Details: Wanniassa School is seeking a highly experienced, energetic, organised and self motivated officer to undertake the duties of School Finance Officer. Under the direction of the Business Manager the successful applicant will oversee the management of the finances of Wanniassa School with high level MAZE knowledge, administration skills and attention to detail. The successful applicant will work in conjunction with the Business Manager to ensure correct procedure is adhered to in relation to Government funds. Strong quality customer service skills, be proficient in the use of a variety of computer applications including, MAZE, SAS and spreadsheets with the ability to advise on and implement effective office work practices. This position requires a high understanding of administrative and financial processes, computer systems and an understanding of the school environment.

Eligibility/Other requirements: Highly Desirable: In depth knowledge of MAZE finance. Knowledge of office practices and procedures. Knowledge of Microsoft Office Packages. First Aid qualification or willingness to undertake appropriate training. Prior to commencing this role, a current registration issued under the *Working*

with *Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Note: This is a temporary position for six months with the possibility of an extension. Applicants are strongly encouraged to contact the Business Manager for further information regarding this position. Contact Officer: Narelle Dix (02) 6205 6200 narelle.dix@ed.act.edu.au

Office for Schools

Belconnen Network

Classroom Teacher

Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 08909)

Gazetted: 28 February 2018

Closing Date: 14 March 2018

Details: Maribyrnong Primary School is a preschool to year six school, with two additional needs units. A unique opportunity exists to join the dynamic teaching staff in the position of specialist science teacher. This role is currently a part time position, three days a week. Looking ahead, this position will expand with increased student enrolments. Maribyrnong Primary School has held a specialist science role for 15 years. The successful applicant will be able to provide strong evidence of leading science and technology pedagogies in a team environment. In addition to teaching, the teacher will be required to lead initiatives such as the school science fair, science week celebrations, and work as part of a team to enhance existing sustainability practices. The successful applicant will be able to provide strong evidence of differentiated learning, formative assessment and reporting processes.

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

Note: This is a temporary part-time position available at 22.03 hours (three days Tuesday, Wednesday and Thursday) per week until 21 December 2018 and the full-time salary noted above will be paid pro-rata.

Contact Officer: Jennifer Howard (02) 6142 0570 jennifer.howard@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

Mount Stromlo High School

Classroom Teacher - Mathematics

Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 02433)

Gazetted: 26 February 2018

Closing Date: 12 March 2018

Details: Applications are invited from primary and high school Mathematics teachers to be part of a dynamic and enthusiastic teaching team. Applicants need to have a strong knowledge of maths curriculum, and demonstrated ability to integrate a range of explicit and effective teaching strategies into the mathematics classroom.

Eligibility/ Other Requirements: The ability to successfully integrate technology into the maths classroom, work cooperatively in a Professional Learning Community and form strong positive relationships with students, parents and the wider community will be required; exceptional communication and organisation skills, and a proven track record in cultivating students' love of mathematics are essential; prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This is a temporary position available from 13 March until 21 December 2018.

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

Contact Officer: Rod Grieve (02) 6142 3437 rod.grieve@ed.act.edu.au

Office for Schools

South Weston Network

Mount Stromlo High School

Classroom Teacher - Music

Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 05532)

Gazetted: 23 February 2018

Closing Date: 12 March 2018

Details: Applications are invited from suitably qualified Music teachers to be part of a dynamic and enthusiastic Creative and Performing Arts teaching team.

Eligibility/ Other Requirements: Applicants need to have a strong knowledge of music curriculum, experience teaching music and leading school bands; the ability to work cooperatively in a Professional Learning Community and form strong positive relationships with students, parents and the wider community will be required.

Exceptional communication and organisation skills and a proven track record in cultivating students' love of music are essential; the ability to teach a second subject area (Mathematics, English or History) would be highly desirable; prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to

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

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

Contact Officer: Jo Power (02) 6142 3444 jo.power@ed.act.edu.au

Office for Schools

North and Gungahlin Network

Gold Creek School

Primary Classroom Teacher

Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 08840)

Gazetted: 23 February 2018

Closing Date: 9 March 2018

Details: Gold Creek School is a P-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 Primary trained teacher, to join our junior 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 teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). It would be desirable for the applicant to hold relevant qualifications in Early Years Education. 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

Note: This is a temporary position available until 26 January 2019 with the possibility of extension.

Contact Officer: Jacqueline Chapman (02) 6142 1336 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.

Office for School

Inner North/Gungahlin Network

Campbell High School

Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 18520)

Gazetted: 23 February 2018

Closing Date: 9 March 2018

Details: Campbell High School is committed to developing teacher capacity for consistently improving the learning outcomes of every student. We are seeking a high performing classroom teacher to work in the Warrumbul Centre for Aboriginal and Torres Strait Islander Education (and to potentially teach in another subject area). The Warrumbul Centre is an exciting place of learning, staffed with an enthusiastic and knowledgeable team of teachers and support staff. Through the Warrumbul Centre we provide ongoing opportunities for students to engage with local Aboriginal Elders and experts in Aboriginal culture as well as facilitating an innovative and individualised approach to teaching and learning. Applicants should have the commitment and ability to utilise a range of teaching approaches (this may include but is not limited to project based learning, eight ways learning, individualised learning plans, etc) , to work effectively within a multidisciplinary team and to communicate effectively with families.

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

Note: This is a temporary position until 28 January 2019 with the possibility of extension. It is a full time position but candidates seeking part time employment will be considered.

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

Contact Officer: Kerrie Heath (02)6142 3166 kerrie.heath@ed.act.edu.au

Office for Schools

South Weston Network

Mount Stromlo High School

Science Assistant

School Assistant 3 \$51,053 - \$54,947, Canberra (PN: 00840)

Gazetted: 23 February 2018

Closing Date: 9 March 2018

Details: Mount Stromlo High School is seeking a suitably qualified laboratory assistant to join the science faculty. The Laboratory Assistant is a key position with the team, preparing and set up for classroom science experiments, ordering, maintenance and care for laboratory equipment and chemicals, and administrative tasks relating to the efficient running of the science faculty.

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

Note: This is a temporary position available from 30 April until 20 December 2018 with the possibility of extension.

Contact Officer: Stefan Latham (02) 6142 3444 stefan.latham@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

Climate Change and Sustainability

Energy Market and Renewables

Energy Projects

Manager, Energy Projects

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 36237)

Gazetted: 27 February 2018

Closing Date: 22 March 2018

Details: The Energy Markets and Renewables team is seeking a self-motivated and organised individual, who has a strong policy and stakeholder focus. The position reports to the Director of the Energy Markets and Renewables branch. The Manager, Energy Projects is responsible for realising the Government's vision of Canberra as an internationally recognised centre for renewable energy innovation and investment. This includes the delivery of key government priority projects, including the ACT's 100 per cent renewable electricity target; the \$25 million Next Generation Energy Storage program; the Renewable Energy Industry Development Strategy; and the \$12 million Renewable Energy Innovation Fund (including the Renewables Innovation Hub). The successful candidate will be knowledgeable of the ACT's energy policies and programs, be highly motivated, have well developed oral and written communication skills and be able to handle competing priorities. The candidate will manage a team and also work independently as required to contribute to policy development, analysis, and implementation and administration tasks.

Eligibility/Other Requirements: Tertiary qualifications in Economics, Engineering, Law, Public Policy, Physical or Social Sciences, or similar, are highly desirable.

Contact Officer: Daniel Harding (02) 6207 7533 daniel.harding@act.gov.au

Planning Delivery

Office of the Surveyor-General

ACTmapi Data Manger

Technical Officer Level 4 \$79,824 - \$91,356, Canberra (PN: 13614)

Gazetted: 28 February 2018

Closing Date: 14 March 2018

Details: The Office of the Surveyor-General and Land Information has an exciting opportunity for a highly skilled and innovative Geographic Information System Mapping Technology/Feature Manipulation Engine (GIS/FME) specialist to manage the publication of ACT Government Spatial Data. The successful candidate will need to demonstrate strong communication skills and have detailed knowledge of data publication processes from metadata to topology through FME. It will be the responsibility of the successful applicant to assist others within ACT Government to publish their geospatial data and to maintain all FME scripts within the ACTmapi team. The position will sit within the ACTmapi team and support the ACTmapi manager and two administration staff to publish ACT Government data within ACTmapi and the Geospatial Catalogue.

Eligibility/ Other Requirements: Degree, associate diploma or certificate in GIS or extensive experience in closely related field. Knowledge of, or experience with, FME, ACT Government Spatial Information, open data policies..

Contact Officer: Michael Clifford (02) 6207 1608 michael.clifford@act.gov.au

Environment

ACT Parks and Conservation Service

Biosecurity and Rural Services

Biosecurity Business Support Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 40084)

Gazetted: 23 February 2018

Closing Date: 9 March 2018

Details: Biosecurity and Rural Services is a section within the Parks and Conservation Service that provides technical expertise and coordinates programs across the Directorate on biosecurity, rural land management and livestock production, invasive species and kangaroo population management. It also provides a licensing and compliance capability for the Service. We are seeking an individual to support the administrative functions associated with environmental weed and pest management, the preparation of grazing licences for unleased land, invoices for agistment and stock levies, debtor management, record keeping, externally funded land management projects and kangaroo cull licensing. The successful applicant will have a demonstrated ability to work with limited direction as part of a multidisciplinary team to provide a high level of support in public administration including procurement, contract management and interpreting associated policies and guidelines. You will have demonstrated ability to deliver high quality financial support services and ideally a sound understanding of the financial legislative framework within which Government services are delivered. Highly developed spreadsheet

and database capabilities (Microsoft Excel and Access) with an aptitude for spreadsheet design and data modelling for financial and non-financial reporting purposes is essential as are well developed written and oral communication skills with demonstrated experience drafting general correspondence, business policies and standard operating procedures.

Eligibility/Other Requirements: Experience in disciplines such as office management, finance/accounting, book-keeping highly desirable. Manual vehicle drivers licence desirable.

Note: This is a temporary position available until 30 June 2019.

Contact Officer: Bruce Lambie (02) 6207 2264 bruce.lambie@act.gov.au

Climate Change and Sustainability

Energy Markets and Renewables

Energy Policy

Energy Policy Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 30752)

Gazetted: 26 February 2018

Closing Date: 14 March 2018

Details: The Energy Markets and Renewables Branch is seeking a self-motivated and organised individual, who has a strong policy and stakeholder focus. Demonstrated core policy skills are key to success in the role: research and analysis, written and verbal communication, stakeholder engagement and negotiation, familiarity with government processes, and a natural curiosity for problem solving. A demonstrated ability to deliver results in a dynamic and rapidly changing policy environment would be highly regarded. The Energy Policy Officer will have the ability to work independently, as part of a small team and to contribute to the wider work of the Climate Change and Sustainability Division. Strong project/program management skills, close attention to detail and administrative capabilities are essential. The ability to develop and maintain stakeholder networks and work collaboratively with senior business and government leaders is essential.

Note: This is a temporary position available until 30 June 2020 with the possibility of extension and/or permanency.

Contact Officer: Daniel Harding (02) 6207 7533 daniel.harding@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>

Quality, Governance and Risk

People and Culture

Executive

Executive Level 2.4 \$256,039 - \$267,315 depending on current superannuation arrangements, Canberra (PN: E858)

Gazetted: 26 February 2018

Closing Date: 12 May 2018

Details: The Executive Director People and Culture is responsible for partnering with the business to provide strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations, organisational development, education and training, and workforce planning functions across ACT Health. The Executive Director leads the delivery of high quality Human Resource services and workforce strategies across ACT Health and ensures that the strategy supports the achievement of organisational objectives such as the Territory Wide Services Framework and the Quality Strategy. The role ensures Human Resource initiatives within ACT Health are effectively linked to strategic and operational plans through successful workforce planning, talent attraction and management, leadership, employee relations, cultural reform and capability development. This role plays a crucial part in supporting the overall change agenda of the organisation as a whole. What we are looking for? A demonstrated track record of high level leadership of a complex Human Resource function in a complex environment. Extensive knowledge and experience in best-practice and contemporary Human Resources management. The ability to respond to significant challenges with a

high level of resilience and persistence. Tertiary qualifications in Human Resource Management or equivalent experience. Interested candidates are requested to submit an application addressing the selection criteria of no more than three pages, as well as a current curriculum vitae and the name and contact details of two referees. Remuneration: The position attracts a remuneration package ranging from \$256,039 to \$267,315 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$205,013. Contract: The successful applicant will be engaged under a performance based contract for a period of up to five years. Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

Contact Officer: Further information about the position is available from Jane Murkin, jane.murkin@act.gov.au (02) 6207 7880

Patient Safety Team

Senior Manager, Patient Safety

Senior Officer Grade A \$137,415, Canberra (PN: 17319)

Gazetted: 01 March 2018

Closing Date: 15 March 2018

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 Quality, Governance and Risk Division focusses on ACT Health's strategic approach to patient safety, quality, governance and risk with a focus on continuous quality improvements. The Deputy Director-General, Quality, Governance and Risk is leading on the development of the ACT Health Quality Strategy and this role will undertake a key leadership role in supporting its delivery. The Division will provide strategic leadership, oversight and advise on ACT Health's Quality approach to deliver Person-Centred, Safe and Effective Care and developing a Culture of Continuous Quality Improvement, as well as providing strategic frameworks in quality, governance and risk across ACT Health. Branches within the Quality, Governance and Risk Division are: Audit, Risk Management and Compliance Branch; Workplace Safety Branch; Legal and Insurance Branch; Clinical Quality and Safety Unit, and People and Culture Branch.

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

Contact Officer: Jane Murkin (02) 6207 7880 jane.murkin@act.gov.au

Corporate

Digital Solutions

Tenancy Operations

Senior Manager, Clinical and Administrative Systems Hub

Senior Officer Grade A \$137,415, Canberra (PN: 39932)

Gazetted: 01 March 2018

Closing Date: 8 March 2018

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 Corporate Division provides ACT Health wide non-clinical strategic and operational services and is critical to the effective provision of health services. This includes the provision of financial and business support services, and maintaining physical and technological infrastructure for the ACT's public hospitals and health services. The Corporate Division consists of the following: Business Support Services; Digital Solutions Division; Health Infrastructure Services; and Strategic Finance. Overview of the work area and position: Led by the Chief Information Officer (CIO), the Digital Solutions Division (DSD) is responsible for the: Development, implementation and support of the Digital Health Strategy; management of technology services and coordination of technology projects; management of the relationship and service delivery by Health Directorate technology vendors; development, implementation and maintenance of technology policies and procedures and ensuring Health Directorate information security. The Technology Operations Branch is responsible for the delivery of technology services (including devices, computers, infrastructure and applications) to the Health Directorate, our patients, stakeholders and partners. The Branch is responsible for all technology operational matters across the Directorate and works closely with our Shared Services ICT partner, technology

vendors and subject matter experts to deliver high quality technology services on a 24/7 basis to support the Health Directorate's operations. The Senior Manager of Clinical and Administrative Systems is responsible for the management and oversight of the unit. The role will lead and manage a team to ensure Health ICT business systems and associated infrastructure are supported through their life-cycle. The role will require strong stakeholder management skills and experience in managing complex ICT systems and minor projects.

Eligibility/Other Requirements: Highly Desirable: Minimum of five years of previous experience in the technology sector and professional membership of the Australian Computer Society (ACS) as a 'Certified Professional' or higher; or the ability to obtain such membership and certification level prior to commencing in the role. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Peter McNiven (02) 6205 3852 peter.mcniven@act.gov.au

Performance, Reporting and Data

Data Management and Governance

Data Management and Governance

Senior Officer Grade A \$137,415, Canberra (PN: 24749)

Gazetted: 01 March 2018

Closing Date: 8 March 2018

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 Performance, Reporting and Data Division aims to be a centre of excellence for provision of key operational and strategic support information throughout ACT Health. The Division is led by the Deputy Director-General, Performance Reporting and Data and supported by three Directors, each responsible for a separate branch. Overview of the work area and position: The ACT Health System-Wide Data Review (SWR) is a Health Minister initiated review of processes and systems that relate to data integrity issues. The SWR is a complex program of work within the Performance, Reporting and Data (PRD) Division. The PRD Division aims to be a centre of excellence for provision of key operational and strategic support information throughout ACT Health. The Program Manager - Data Management and Governance, under the general direction of the Director of Data Management and Governance, is responsible for providing project management expertise in the execution of all data development projects that are being undertaken across ACT Health. Initially key projects are part of the embed stage of the SWR (such as standards, governance etc.) however there are multiple projects that are expected to extend into the out years. The role manages a small administrative team and operates in partnership with other members of the PRD Team and across the directorate.

Eligibility/Other Requirements: Desirable: Tertiary qualifications (or equivalent) in a relevant field; previous experience in data development activities, including an understanding of local and national health information workflows and previous clinical experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Danielle Rutter (02) 6207 6772 danielle.rutter@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

RACC Nursing

Residential Aged Care Liaison Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 04832)

Gazetted: 01 March 2018

Closing Date: 15 March 2018

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 and 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: 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. As Residential Aged Care Liaison Nurse you will: Assist patients and care givers to understand the aged care system and the process of placement in an aged care facility. Assist to identify and short list aged care facilities that meet patient's specific needs and requirements. Liaise on patient's behalf with residential aged care facilities and advise when place becomes available.

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

Contact Officer: Rhonda Maher (02) 6244 2205 rhonda.maher@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: 22483, several)

Gazetted: 01 March 2018

Closing Date: 15 March 2018

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. 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: 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. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) is mandatory. Post-graduate qualifications in Neonatal Nursing is desirable. 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).

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

Contact Officer: Leanne Ehrlich (02) 61747569 leanne.ehrlich@act.gov.au

**Chronic Disease
Medicine
Chronic Disease
Dietitian**

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 39634)

Gazetted: 01 March 2018

Closing Date: 8 March 2018

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. The core values of Care, Excellence, Collaboration and Integrity were developed by us, for us and are unique to our work. Overview of the work area and position: The position entails working as part of a Chronic Disease Management inter-disciplinary team to promote positive patient outcomes through the provision of high quality clinical services, case management, health promotion and quality improvement activities and education. Clinical service delivery may include group and individual therapy for people with morbid obesity. Interventions provided by the Dietitian within the service may include counselling to improve diet quality, placing patients on closely monitored Very Low Energy Diets, supporting pharmacotherapy and guiding diet post bariatric surgery.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications in Nutrition and Dietetics and eligibility for membership of the Dietitian's Association of Australia 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* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a part-time permanent position available at 18.38 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Ana O'Rourke (02) 6205 5297 ana.o'rourke@act.gov.au

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

Occupational Therapist, Community Care Occupational Therapy, Allied Health, Rehabilitation, Aged and Community Care

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 36393)

Gazetted: 01 March 2018

Closing Date: 15 March 2018

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. 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. A number of RACC services work collaboratively with the patients, their carers and additional services within and external to ACT Health. Overview of the work area and position: Community Care Occupational Therapy services are offered from community health centres and in patient homes across the ACT. The service provides assessment and intervention relating to assistive technology and home modifications for patients aged 18+ years. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. Community Care Occupational Therapy also provides services for the National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele. The Occupational Therapist role is responsible for the provision of high quality Occupational Therapy services, clinical assessments and interventions to the ACT community. Promoting positive client outcomes through the provision of high quality clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in Occupational Therapy; be registered or be eligible for registration as a Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA) and a current drivers licence. Previous experience as an Occupational Therapist within a Community setting is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing and scope of clinical practice requirements for Allied Health professionals and comply with ACT Health occupational screening requirements related to immunisation.

Note: This is a temporary full-time position available for a period of 12 months with the possibility of extension. Applications from this recruitment process may be used to fill temporary or permanent identical positions within the next 12 months

Contact Officer: Kari Moore (02) 6205 1224 kari.moore@act.gov.au

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

Breast Screen ACT

Radiography - Mammography Roles

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 23317)

Gazetted: 01 March 2018

Closing Date: 15 February 2018

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 Cancer, Ambulatory and Community Health Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the administration support to Ambulatory and Community Health centres across ACT Health. Overview of the work area and position: BreastScreen ACT is part of the BreastScreen Australia screening program. The service offers free breast screening to all women over 40 years in the ACT. The program has a target age group of women between 50 and 74 years. BreastScreen ACT provides screening at three sites located in the Canberra City, Phillip and Belconnen Health Centres. All assessments are performed at the Canberra City clinic. Under direction, as a Radiographer, you will perform routine mammographic screening with the possibility of being involved in specialising in assessment procedures as well. You will need to exercise independent judgement to perform routine mammograms in a digital environment. We would love to have you on board to join such a great team and dynamic workplace environment.

Eligibility/Other Requirements: Mandatory: Degree or Diploma in Applied Science (Medical Imaging); Australian Health Practitioner Regulation Agency (AHPRA) Registration; ACT Radiation Licence (or eligible for) and eligible for membership to the Australian Society of Medical Imaging and Radiation Therapy (ASMIRT). Desirable: Hold a current Certificate of Clinical Proficiency in Mammography (CCPM) (or the willingness to attain). Prior to commencement successful candidates will be required to undergo a pre-employment Police check; undergo occupational and vaccination pre-screening assessment by ACT Health's Occupational Medicine Unit (OMU); comply with ACT Health credentialing requirements for allied health professionals and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This position is permanent part-time position available at 22:03 hours per week with the possibility of increased hours. The full-time salary noted above will be paid pro rata.

Contact Officer: Elizabeth Heffernan (02) 6205 1932 elizabeth.heffernan@act.gov.au

**Canberra Hospital and Health Services
Cancer, Ambulatory and Community Services
Breast Screen ACT**

Radiography - Mammography Roles

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 38355, several)

Gazetted: 01 March 2018

Closing Date: 15 March 2018

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 Cancer, Ambulatory and Community Health Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the administration support to Ambulatory and Community Health centres across ACT Health. Overview of the work area and position: BreastScreen ACT is part of the BreastScreen Australia screening program. The service offers free breast screening to all women over 40 years in the ACT. The program has a target age group of women between 50 and 74 years. BreastScreen ACT provides screening at three sites located in the Canberra City, Phillip and Belconnen Health Centres. All assessments are performed at the Canberra City clinic. Under direction, as a Radiographer, you will perform routine mammographic screening with the possibility of being involved in specialising in assessment procedures as well. You will need to exercise independent judgement to perform routine mammograms in a digital environment. We would love to have you on board to join such a great team and dynamic workplace environment.

Eligibility/Other Requirements: Mandatory: Degree or Diploma in Applied Science (Medical Imaging); Australian Health Practitioner Regulation Agency (AHPRA) Registration; ACT Radiation Licence (or eligible for) and eligible for membership to the Australian Society of Medical Imaging and Radiation Therapy (ASMIRT). Hold a current Certificate of Clinical Proficiency in Mammography – CCPM (or the willingness to attain) is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; undergo occupational and vaccination pre-screening assessment by ACT Health's Occupational Medicine Unit (OMU) and comply with ACT Health credentialing requirements for allied health professionals.

Note: These are temporary positions available for a period of six months. There are both full-time and part-time roles as well as casual positions available for filling. Working hours per week are flexible. The full-time salary noted above will be paid pro rata for part-time and casual positions.

Contact Officer: Elizabeth Heffernan (02) 6205 1932 elizabeth.heffernan@act.gov.au

Health Improvement

Health Promotion

Project Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 16782)

Gazetted: 01 March 2018

Closing Date: 8 March 2018

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 Improvement Branch, Health Promotion Section, initiates and manages programs and initiatives that aim to improve the health of the ACT population. These initiatives are delivered in partnership with other agencies and include activities that influence the social and environmental conditions that impact on population and individual health. Initiatives target both the whole ACT population and specific population groups. Health Promotion is looking for a motivated and enthusiastic individual to help deliver on our health promotion priorities. This position will be expected to be able to work across any area of the Health Promotion Section as required. As this position will currently primarily be responsible for contributing to the delivery of programs in the school setting, applicants with excellent skills in developing and managing partnerships with the education sector will be viewed favourably. Eligibility/Other Requirements: Desirable: Relevant tertiary qualification and demonstrable experience working as a Project Officer is highly desirable. Prior to commencement successful candidates will be required to undergo a

pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: This is a part-time temporary position. This position is available for six months with the possibility of extension. Selection may be based on application and referee reports only. An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months.

Contact Officer: Adrian Ison (02) 6205 3627 adrian.ison@act.gov.au

Population Health, Protection and Prevention

Health Improvement

Health Promotion and Grants

Project Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 19617)

Gazetted: 01 March 2018

Closing Date: 8 March 2018

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Note: This is a full-time temporary position available for two months with the possibility of extension. Selection may be based on application and referee reports only. An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months.

Contact Officer: Adrian Ison (02) 6205 3627 adrian.ison@act.gov.au

Performance, Reporting and Data Division

Performance Reporting and Data

System-Wide Data Review

Project Support Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 23582)

Gazetted: 01 March 2018

Closing Date: 8 March 2018

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 Performance, Reporting and Data Division aims to be a centre of excellence for provision of key operational and strategic support information throughout ACT Health. The Division is led by the Deputy Director-General, Performance Reporting and Data and supported by three Directors, each responsible for a separate branch. Overview of the work area and position: The ACT Health System-Wide Data Review (SWR) is a Health Minister initiated review of processes and systems that relate to data integrity issues. The SWR is a complex program of work within the Performance, Reporting and Data (PRD) Division. The PRD Division aims to be a centre of excellence for provision of key operational and strategic support information throughout ACT Health. The SWR is a complex program of work within the Performance, Reporting and Data (PRD) Division. The position will be part of a small team, and operate in partnership with other members of the greater PRD team and across the directorate. The Administration and Project Support Officer will work with the project team and responsible Executive to provide project and administrative support in the execution of all data development projects that are being undertaken across ACT Health.

Eligibility/Other Requirements: Desirable: Previous experience providing project and/or administrative support. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.
Contact Officer: Danielle Rutter (02) 6207 6772 danielle.rutter@act.gov.au

Canberra Hospital and Health Services

Dental Health Program

Booking and Scheduling Supervisors

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 32441)

Gazetted: 01 March 2018

Closing Date: 8 March 2018

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 Dental Health Program is seeking applications from highly motivated individuals to fill two available positions of Booking and Scheduling Supervisors for the Program. These positions will manage the appointment books for the program and ensure that appointments are available in line with clinical needs and service requirements and demands. The positions will also coordinate and provide the training needs for all staff both administrative and clinical that use Dental Titanium under Direction of the Dental Health Program Information manager.

Eligibility/Other Requirements: Desirable: Working towards or holds a certificate in Management, Customer Service, Medical Terminology or another relevant field. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: This is a temporary position available until 30 June 2019 with the possibility of extension and/or permanency.

Contact Officer: Karen Macdonald (02) 6205 1088 karen.macdonald@act.gov.au

Canberra Hospital and Health Services

Pathology

Anatomical Pathology

Anatomical Pathology - Histology Laboratory

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 21309)

Gazetted: 01 March 2018

Closing Date: 15 March 2018

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Eligibility/Other Requirements: Mandatory: A Science Degree or equivalent relevant qualification. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health professionals and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Narelle Brodie (02) 6244 2879 narelle.brodie@act.gov.au

**Canberra Hospital and Health Services
Surgery, Oral Health and Medical Imaging
Medical Staff**

Personal Assistant - Department of Neurosurgery

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 09955)

Gazetted: 01 March 2018

Closing Date: 8 March 2018

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 and 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 Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. Most clinical units, including the Neurosurgery Unit, are supported by Personal Assistants or Office Management staffs, who coordinate the Office of busy clinicians. Overview of the work area and position: Under direction of the Director of Neurosurgery, the Personal Assistant will provide administrative support for the Neurosurgery Unit by undertaking the duties listed in the duty statement.

Eligibility/Other Requirements: Desirable: Experience with Dictaphone typing. 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: Shannon Dugan (02) 6244 4175 shannon.dougan@act.gov.au

Canberra Hospital and Health Services

Medicine

Medical

Administrative Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 30618)

Gazetted: 01 March 2018

Closing Date: 8 March 2018

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: Under broad direction, you will play a key role in providing day to day recruitment, human resource and contract management across ACT Health. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment.

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

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

Contact Officer: Robin Trotman (02) 6244 2063 robin.trotman@act.gov.au

Canberra Hospital and Health Services

Women Youth and Children

Department of Neonatology

Administrative Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 30584)

Gazetted: 01 March 2018

Closing Date: 8 March 2018

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: Under broad direction, you will play a key role in providing day to day recruitment, human resource and contract management across ACT Health. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment.

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

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

Contact Officer: Robin Trotman (02) 6244 2063 trotman.robin@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Dental Health Program

Dental Assistant

Dental Assistant - Qualified \$52,996 - \$61,965, Canberra (PN: 25920, several)

Gazetted: 01 March 2018

Closing Date: 8 March 2018

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 Division of Surgery, Oral Health is responsible for delivering prevention and treatment for the dental health program. Which include services for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. Overview of the work area and position: The ACT Dental Health Program provides oral health services to eligible adults and children within a multidisciplinary healthcare team across various locations in Canberra. The Dental Health Program is in the division of Surgery, Oral Health and Imaging and offers a range of dental services to the community, these include: Child and Youth dental services to all children under the age of 14 years who live in or attend an ACT school; young people under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card and adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card.

Eligibility/Other Requirements: Certificate III in Dental assisting or equivalent as per relevant enterprise agreement is mandatory. Desirable: Current driver's licence and Certificate IV in Dental assisting or equivalent as per relevant enterprise agreement. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and provide evidence of Certificate III in Dental Assisting or equivalent as per relevant enterprise agreement.

Note: These are temporary roles available for a period of six months with the possibility of extension and/or permanency. Some out of hours work including the treatment of emergency patients by roster may be required. Contact Officer: Klara Pap (02) 6205 1348 klara.pap@act.gov.au

Canberra Hospital and Health Services

Ambulatory Care Support Services

Health Intake

Intake Customer Service Officer

Administrative Services Officer Class 2/3 \$52,991 - \$64,616, Canberra (PN: 27955 (expected vacancy))

Gazetted: 01 March 2018

Closing Date: 8 March 2018

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: Intake Services is a dynamic team of dedicated administrative and nursing staff who manage and coordinate referrals and bookings for services across ACT Health. The busy service handles 15,000 telephone calls and 2000 referrals a month. The Service is proud of its high levels of customer service and its role as the primary access point for ACT Health services. An exciting opportunity exists to join the dynamic, customer focused Intake team, providing appointments and information on ACT Health Intake Services to members of the public over the telephone and via email. The successful applicants will be working as part of a team in a busy call centre environment. They will need to effectively communicate with callers and actively contribute to the achievement of key performance indicators. Eligibility/Other Requirements: Desirable: Applicants will ideally have previous experience working in a busy customer service environment and possess; excellent customer service skills; strong verbal communication skills and the ability to communicate with ease at all levels; written skills with attention to detail; strong organisational

skills and ability to prioritise and meet deadlines; capacity to work well within a team; a high level of personal integrity and discretion and sound keyboard skills and the ability to use health based Information Technology (IT) systems. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is an expected permanent vacancy. A phone and face to face interview may be conducted along with testing for attention to detail as part of the Selection Process. This position will be filled at either the ASO2 or ASO3 level, dependent on the skills and experience of the successful applicant. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Bernadette Armati (02) 6205 2339 bernadette.armati@act.gov.au

Canberra Hospital and Health Service

Medicine

Medical

Administrative Assistant

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 11581)

Gazetted: 01 March 2018

Closing Date: 8 March 2018

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 (CHHS) 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 Renal Service provides comprehensive clinical care, including dialysis and post-transplant care for patients with kidney diseases using a multidisciplinary approach incorporating community and allied health services. Under general direction this position provides administrative support to the Renal service and its staff, including booking and scheduling patient appointments, billing of services rendered and patient record management whilst providing a high level of customer service.

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

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

Contact Officer: Robin Trotman (02) 6244 2063 robin.trotman@act.gov.au

Canberra Hospital and Health Services

Women Youth and Children

Outpatient

Administration Support

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 38512)

Gazetted: 01 March 2018

Closing Date: 8 March 2018

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.

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

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

Contact Officer: Annette Schmahl (02) 6174 7677 annette.schmahl@act.gov.au

Canberra Hospital and Health Services

Division of Clinical Services

Pharmacy Services

Deputy Director of Pharmacy-Operations

Health Professional Level 5 \$118,319 - \$133,197, Canberra (PN: 32120)

Gazetted: 01 March 2018

Closing Date: 15 March 2018

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 (CHHS) 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 Clinical Support Services (CSS) division provides support services across the clinical divisions within Canberra Hospital and Healthcare Services. CSS encompasses a mix of disciplines, including: Pharmacy; Biomedical Engineering; Clinical Records Service; Medical Physics and Radiation Engineering and Nursing Clinical Support. Overview of the work area and position: The CHHS Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. The pharmacy team charter is *"Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community,"* Under the direction of the Director of Pharmacy Clinical Services, the Deputy Director of Pharmacy Operations will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centred service. The responsibility of the Deputy Director of Pharmacy Services role is to provide high level leadership and management of the operations and support areas of Canberra Hospital and Health Services (CHHS) Pharmacy Department. This position works closely with the two other deputies and will assume the responsibilities of the Director of Pharmacy when required. It also includes a range of pharmacy services on weekends and after hours as rostered.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in Pharmacy and eligibility for membership of the Pharmacy Board of Australia; be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a current driver's licence. Desirable: Postgraduate qualifications (or equivalent) in Clinical Pharmacy, Management, Education or Research; extensive experience working in hospital pharmacy setting; publication/s within peer reviewed journals. 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 a period of 12 months with the possibility of extension.

Contact Officer: Stuart Margison (02) 6244 2121 stuart.margison@act.gov.au

Office of Director General

Government and Communications

Media and Strategic Communications

Social Media Manager, Online Strategy and Design

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 36831)

Gazetted: 01 March 2018

Closing Date: 15 March 2018

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. ACT Health partners with the community and consumers for better health outcomes by: Delivering patient and family-centred care; strengthening partnerships; promoting good health and wellbeing, and improving access to appropriate health care, and having robust safety and quality systems. ACT Health works closely with other ACT Government agencies such as the ACT Government's Community Services Directorate, Justice and Community Safety Directorate, Chief Minister, Treasury and Economic Development Directorate, and emergency services providers such as the ACT Ambulance Service and the Australian Federal Police. Formalised consultative arrangements also exist with a range of agencies, such as the Health Care Consumers' Association (ACT), ACT Medicare Local and mental health, alcohol and drug, and other community service providers. The tertiary and training sectors remain key partners in the planning, development and delivery of healthcare services. Partnership arrangements with the Australian National University Medical School, University of Canberra, Australian Catholic University and Canberra Institute of Technology are well established and serve to assure the future supply of skilled health professionals. Overview of the work area and position: The Communications Branch leads and directs internal and external strategic communications, media, digital, social media and marketing activities that support ACT Health achieve its goals. The Communications Branch is responsible for the management and maintenance of ACT Health branding, developing strategies, processes and procedures in order to maintain and further enhance the organisations reputation. In order to achieve this, the Branch delivers a high performing approach to communications, marketing and stakeholder engagement strategies, which includes: communications planning, campaign operations (incl. performance measurement), online strategy and digital platform development. Under broad direction from the Senior Manager of Online Strategy and Design, The Social Media (Community) Manager is responsible for the development of creative and engaging digital content and the management of the organisation's social media presence to support the organisation's communication activities. This involves collaborating with the Media, Digital, Internal and External Communications teams to facilitate the development and execution of dynamic communications and engagement strategies in order to meet the respective business area's needs or objectives. The Social Media Manager is responsible the leadership and management of a small team of Social Media Officers within the Communications branch, providing guidance and supporting continued professional development, increasing capabilities of the team.

Eligibility/Other Requirements: Mandatory: Minimum of two year's experience in a senior communications role.

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

Desirable: Tertiary qualifications (or equivalent) in Communications and Marketing, Journalism, Public Relations or similar and previous experience working in large scale complex organisations, private or public setting. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Elizabeth Tobler (02) 6207 5853 elizabeth.tobler@act.gov.au

Performance Reporting and Data

Performance, Reporting and Data Executive

Business Manager/Executive Officer

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 22982)

Gazetted: 01 March 2018

Closing Date: 15 March 2018

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 Business Manager/Executive Officer is directly responsible to the Deputy Director-General, Performance, Reporting and Data for the provision of high-level support and management of the Division. The Performance, Reporting and Data Division aims to be a centre of excellence for provision of key operational and strategic support information throughout ACT Health. The Division is led by the Deputy Director-General, Performance Reporting and Data and supported by three Directors, each responsible for a separate branch.

Eligibility/Other Requirements: Highly Desirable: Experience with TRIM or similar records management or workflow systems; formal qualifications in public or business administration; experience in the acute healthcare

sector and experience in the supervision of staff. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: Selection may be based on written application only.

Contact Officer: Lynton Norris (02) 6207 6751 lynton.norris@act.gov.au

Digital Solutions Division

Governance Hub

Future Capability and Governance

Portfolio Management Officer

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 37523)

Gazetted: 01 March 2018

Closing Date: 8 March 2018

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 Corporate Division provides ACT Health wide non-clinical strategic and operational services and is critical to the effective provision of health services. This includes the provision of financial and business support services, and maintaining physical and technological infrastructure for the ACT's public hospitals and health services. The Corporate Division consists of the following Branches: Business Support Services; Digital Solutions Division; Health Infrastructure Services; and Strategic Finance. The Digital Solutions Division is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to technology services and capabilities. The Digital Solutions Division is responsible for the: Development, implementation and support of the Digital Health Strategy, Management of technology services and coordination of technology projects, Management of the relationship and services delivery by Health Directorate technology vendors, Development, implementation and maintenance of technology policies and procedures and Ensuring Health Directorate information security. Overview of the work area and position: The Future Capability and Governance Branch is responsible for the development and implementation of our Digital Health Strategy, engagement with clinical and support areas to identify technology solutions to enhance the quality and efficiency of patient centred care and ensuring that the operations of the Division occur within a robust governance framework. The Branch is comprised of staff organised into two streams - Governance and Future Capability. The Future Capability Hub is comprised of multiple teams who are actively delivering new or improved technology capability across the Health Directorate.

The Governance Hub is responsible for: Enterprise and solution architecture across ACT Health. The Hub defines, maintains and enforces agreed architectural principles and standards to ensure technology solutions align with the Digital Health Strategy; Project, Program and Portfolio Management. The Hub defines, maintains and monitors compliance against frameworks, guidelines and tools to support the delivery of new technology capabilities. It also provides independent oversight of the delivery of new technology capabilities; Analysis and assessment of proposed technology investments and makes recommendations to the Chief Information Officer and the ACT Health Technology Strategy Committee in relation to technology investment; Ensuring that changes released into the ACT Health environment are fit for use, fit for purpose, and support business objectives; Alignment of ACT Health's activities with the broader national digital health agenda; Development and management of the Divisional budget and oversight of all technology spending by the Directorate. The Manager, Portfolio Management Office is a senior officer of the Governance Hub, with responsibility for Project, Program and Portfolio Management. Eligibility/Other Requirements: Desirable: Previous experience in an Information and Communication Technology (ICT) Portfolio, Program and/or Project Management role. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Kristina Carroll (02) 6207 0046 kristina.carroll@act.gov.au

Business Support Services

Client Services

Senior Manager, Protective Services and Transport

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 21086)

Gazetted: 01 March 2018

Closing Date: 8 March 2018

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Overview of the work area and position: The Business Support Services branch is responsible for the provision of a range of client services, property maintenance, and management of infrastructure and strategic support services to all acute and non-acute activities of the Health Directorate. The branch is committed to timely, responsive and client-focused services. The role is part of the Client Services, Security and Emergency leadership team and is responsible for implementing, delivering and maturing Whole of Directorate protective security, fire safety and emergency response outcomes. Additionally, the role is responsible for maintaining a coordinated approach to parking and fleet management. The occupant is expected to work collaboratively with all business units across the directorate and be supportive and flexible in their approach to changing priorities.

Eligibility/Other Requirements: Mandatory: Current driver's licence. This position is a Designated Security Assessed Position under the ACT Protective Security Framework. It is a requirement of the position that the occupant holds a national security clearance of NEGATIVE VETTING 1. The successful applicant will be placed on a temporary contract until successfully obtaining this clearance. Desirable: Tertiary qualifications in Protective Security and/or Public Safety. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Rosemary Kennedy (02) 6205 0606 rosemary.kennedy@act.gov.au

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

Strategic Support Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 17545)

Gazetted: 01 March 2018

Closing Date: 8 March 2018

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 Cancer, Ambulatory and Community Health Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The Division is also responsible for the administration and some clinical support to Ambulatory and Community Health centres across ACT Health. Overview of the work area and position: Canberra Hospital and Health Services (CHHS) provides around 600,000 ambulatory service events annually. The Ambulatory Care Support Service provides a range of policy, project and operational support to ensure facilities, resources and patient flow is optimized. This position is integral to supporting the implementation and sustainability of a range of reform and transformational initiatives to ensure best practice ambulatory services are provided across CHHS.

Eligibility/Other Requirements: Desirable: Tertiary qualifications in management, project management and/or a health related field are highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available until 31 August 2018.

Contact Officer: Cathy O'Neill (02) 6174 8544 cathie.o'neill@act.gov.au

**Population Health, Protection and Prevention
Health Protection Service**

ACT Government Analytical Lab

Senior Forensic Chemist - ACT Government Analytical Laboratory

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 36674)

Gazetted: 01 March 2018

Closing Date: 15 March 2018

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 Population Health Division (PHD) has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and nation policy, program delivery and protocols on population health issues. The PHD is headed by the Chief Health Officer (CHO) and Deputy Director-General and both report to the Director-General of ACT Health. The Division is comprised of two branches and two offices - the Health Protection Service (HPS), Health Improvement Branch, Office of the Chief Health Officer and Executive Support Office. The HPS is headed by an Executive Director reporting to the CHO with responsibilities ranging from tobacco policy, environmental health issues, communicable disease control and analytical testing capability through the ACT Government Analytical Laboratory (ACTGAL). Overview of the work area and position: ACTGAL, a section within the HPS provides high level scientific analysis capability for the ACT government. Fields of analysis include Microbiological Testing, Environmental Chemistry Testing and Forensic and Toxicological Testing. This position principally involves analytical investigations of biological and physical forensic and non-forensic samples relating to drugs, poisons or other substances. The officer will work closely with law enforcement agencies and attend court to give expert evidence.

Eligibility/Other Requirements: Bachelor degree in Science (major in chemistry) is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment police check; comply with ACT Health credentialing requirements for allied health professionals and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: The ACT Government Analytical Laboratory seeks an appropriately qualified and experienced chemist to fill a temporary position until December 2018, with possibility of extension and/or permanency. Selection may be based on written application and referee reports only.

Contact Officer: Daniel Andres (02) 6205 8733 daniel.andres@act.gov.au

Canberra Hospital and Health Services

Deputy Director General - Canberra Hospital and Health Services

Allied Health Adviser

Clinical Educator for Psychology

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 15559)

Gazetted: 01 March 2018

Closing Date: 8 March 2018

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 Chief Allied Health Office (CAHO) provides professional and strategic leadership, advice and advocacy to the ACT Government in relation to allied health related matters including, policy, regulation, clinical governance, workforce reform and initiatives, quality and best practice, education and research, and works collaboratively with key stakeholders and sits on key governance committees within ACT Health, ACT Government and nationally to help inform and lead these core activities. The Allied Health Clinical Education Unit (AHCEU) is part of the CAHO and provides education leadership, strategic direction and projects to support clinical education, recruitment, and retention and workforce capacity across ACT Health. Overview of the work area and position: The Chief Allied Health Office is based at Canberra Hospital and comprises of two teams including the Allied Health Clinical Education Unit (AHCEU). This position is located in the AHCEU and reports directly to the Allied Health Clinical Education Co-ordinator. The Psychology Clinical Educator position provides clinical education and supervision support for psychology students and staff and assists with facilitating and promoting interprofessional clinical education activities. This position is for an experienced clinician who leads with commitment, is able to create solutions, demonstrates agility, communicates effectively, collaborates with purpose and is accountable for quality outcomes. Key areas of practice include: Promote positive client outcomes through the provision of high quality evidence-based clinical services and contribution to research; responsible for effective utilisation of available resources to enable service provision; make significant contribution to the training and mentoring of staff and students' in/across designated areas or units as part of a multidisciplinary team and provide a consultative role across allied health and contribute to their field of professional speciality.

Eligibility/Other Requirements: Mandatory: General Psychology registration with Psychology Board of Australia and a minimum five year's experience since General Registration. Highly Desirable: Area of Practice Endorsement in Clinical Psychology (or other relevant area of practice endorsement) and Psychology Board-approved supervisor

for Higher Degree students and Principal supervisor for Clinical Psychology Area of Practice Endorsement. Prior to commencement successful candidates may be required to undergo pre-employment checks including National Police Check; comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals and obtain a Compliance Certificate from Occupational Medicine Unit (OMU) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: This is a temporary position available for 13 months. This is a part-time job share position available at 7.35 hours per week, the salary noted above will be paid pro rata.

Contact Officer: Jennie Baxley (02) 6174 7959 jennie.yaxley@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support

Physiotherapy Team Leader (Acute Support)

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 25519)

Gazetted: 01 March 2018

Closing Date: 8 March 2018

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 (CHHS) 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. 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. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high quality patient centred care. The successful candidate will provide temporary back-fill to physiotherapy team leader positions across the department and provide input into senior physiotherapy team decision making and responsibilities. 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. 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 and be registered with the Physiotherapy Board of Australia. Desirable: Five years clinical 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 and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for a period of six months until 5 September 2018 with the possibility of extension and/ or permanency. 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: Kerry Boyd (02) 6244 2670 kerry.boyd@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Pharmacy Services

Lead Pharmacist – Education and Training

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 32517)

Gazetted: 01 March 2018

Closing Date: 8 March 2018

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 (CHHS) 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. The Clinical Support Services (CSS) division provides support services across the clinical divisions within Canberra Hospital and Healthcare Services. CSS encompasses a mix of disciplines, including: Pharmacy, Biomedical Engineering; Clinical Records Service, Medical Physics and Radiation Engineering, Nursing Clinical Support. Overview of the work area and position: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The pharmacy department provides a full range of contemporary pharmacy services including medicines supply and distribution, clinical pharmacy services, specialized manufacturing services (intravenous and oncology products), investigational drug support, drug information and corrections health services. The pharmacy's mission statement is: *"Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community."* The Lead Pharmacist – Education and Training role is responsible for providing leadership, management, and facilitation of education and training activities provided both within and from the pharmacy service at Canberra Hospital and Health Services (CHHS). This position also includes clinical, research and quality improvement roles, and provides a range of pharmacy services on weekends and after hours on a rotational basis as rostered. Eligibility/Other Requirements: Mandatory: Tertiary qualifications or equivalent in Pharmacy and eligibility for membership of the appropriate professional organisation; be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Postgraduate qualifications (or equivalent) in Clinical Pharmacy, Management, Education or Research and extensive experience delivering clinical pharmacy services. 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: This is a temporary position available for 12 months with the possibility of extension. The hospital has multiple work locations and all staff may be required to work at both The Canberra Hospital (TCH) and UCPH (University of Canberra Public Hospital) sites as rostered. Contact Officer: Daniel Lalor (02) 6244 2721 daniel.lalor@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**

ACT Corrective Services

Corporate Services

Business Services Unit

Team Leader, Business Operations

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 37005)

Gazetted: 23 February 2018

Closing Date: 16 March 2018

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated and career-oriented person to fill the position of Team Leader, Business Operations (SOGC), in the Business Services Unit (BSU). This position will be based at 2 Constitution Avenue, Canberra City, with requirement to attend the Alexander Maconochie Centre (AMC) on occasion. The Business Services Unit provides service from

8.00 am daily to ensure business efficiency in all aspects of operations. The primary function of the role is to ensure accurate, timely and analytical insight into detainee finance and the Alexander Maconochie Centre Trust Account. Working in a demanding process-driven environment, there is a requirement to meet deadlines and undertake a range of operational and customer service activities, including telephone services and visits to AMC, deal with enquiries from detainees and their families. The successful applicant will be expected to demonstrate strong administrative capability, have the ability to think and act in a busy operational environment and possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

Eligibility/Other Requirements: Current driver's licence, Certificate IV in Accounting or Book-keeping is highly desirable. The successful candidate may be required to undergo a criminal record check and prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Contact Officer: Megan Vincent (02) 6205 1754 bswdt@act.gov.au

ACT Corrective Services

Custodial Operations

AMC Administration

Women and Children Services Coordinator

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39536)

Gazetted: 23 February 2018

Closing Date: 16 March 2018

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated, career-oriented person to fill the role of Women and Children Services Coordinator (SOGC) in Custodial Operations. The successful applicant will be responsible for providing high level support and advocacy for Women detainees within the Alexander Maconochie Centre and providing leadership and support for staff within the Women's unit. The successful applicant will also support family ties for all offenders, specifically with regard to children, to recognise the impact of parental imprisonment on children and to identify strategies to mitigate these impacts within a custodial setting. Further to this you will be responsible for coordinating and enhancing the delivery of gender specific programs and services for women detainees in custody including reintegration activities and outreach and working with case managers to ensure sentence management plans are gender specific and that appropriate services and programs are accessible. In addition, you will lead and participate in research development, evaluations and quality assurance work programs that impact Women detainees and child visitors, manage new projects and ongoing initiatives and provide high quality reports, submissions, high level briefs and correspondence on a number of complex issues. To be successful, you will demonstrate exceptional communication and interpersonal skills, in addition to strong leadership and management qualities. You will also demonstrate an ability to develop and compose complex workplace documents.

Eligibility/Other requirements: Demonstrated experience and/or willingness to work with detainees is essential. The successful candidate may be required to undergo a criminal record check. 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

Note: To apply, applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified selection criteria; (3) a current resume; (4) the names and contact details of two referees (one should be a current Supervisor/Manager); and (5) a copy of their driver's licence. Please ensure you submit all five items.

Contact Officer: Ian Robb (02) 6207 0609 ian.robb@act.gov.au

Public Trustee and Guardian

Guardianship Unit

Senior Guardian

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 36110)

Gazetted: 28 February 2018

Closing Date: 7 March 2018

Details: We are an independent ACT Territory Authority providing professional guardianship, financial management and Trustee related services. We have a vacancy for a motivated and well organised professional person to work in our dynamic Guardianship Unit as a Senior Guardian. The Guardianship Unit provides representative services as substitute decision-maker for personal health and/or legal matters under order of the ACT Civil and Administrative Tribunal (ACAT) and Enduring Power of Attorney (EPA) within a human rights framework. We are seeking articulate, confident person with strong client skills.

Eligibility/ Other Requirements: Tertiary qualifications in a relevant discipline (e.g. Nursing, Social Work, Psychology, Law) are highly desirable; a current driver's licence; the ability to use computer applications is essential. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

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

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

ACT Human Rights Commission

Corporate

Operational and ICT Support Manager

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 10297)

Gazetted: 23 February 2018

Closing Date: 2 March 2018

Details: A Temporary opportunity exists for an experienced Operational and ICT Support Manager to lead and manage the Commission's ICT systems, Web site maintenance and providing corporate support to the President of the ACT Human Rights Commission. The successful applicant will be required to manage and monitor the Commission's information and business systems and management of statistical reporting. The ACT Human Rights Commission recruits for diversity. Aboriginal and Torres Strait Islander People and people with a disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position please contact the contact officer for this position.

Eligibility and other requirements: Previous experience with ICT and Web site maintenance. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to

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

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

How to apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages addressing the selection criteria, outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae. Applications should be sent to the contact officer.

Contact Officer: Kumudini Kulatunga (02) 6205 4300 kumudini.kulatunga@act.gov.au

Legislation, Policy and Programs

Governance and Business Support

Executive Assistant

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 42723)

Gazetted: 23 February 2018

Closing Date: 9 March 2018

Details: Legislation, Policy and Programs are seeking a well organised and motivated person to provide executive assistance. The successful applicant will be required to have good communication skills, show initiative and provide accurate high-level administrative support to the Executive Director, Deputy Executive Director and office staff. This includes receiving and screening incoming calls, provision of secretariat support for committees and meetings, maintaining diaries, manage meeting documents and action items, preparation of draft correspondence and much more.

Eligibility/ Other Requirements: Experience with HP Records Manager (TRIM) and well developed keyboard skills would be an advantage.

Note: This is a temporary position available from 30 April 2018 to 12 October 2018, with a possibility of extension.

Contact Officer: Leone Whittaker (02) 6207 0006 leone.whittaker@act.gov.au

Transport Canberra and City Services

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

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

Chief Operating Officer

Communications

Director Communications

Executive Level 1.3 \$228,037 - \$237,944 depending on current superannuation arrangements, Canberra (PN: E733)

Gazetted: 26 February 2018

Closing Date: 12 March 2018

Details: TCCS is seeking an experienced communications professional who has a proven track record in managing communications across a complex and diverse portfolio.

We are looking for someone who is open, transparent and comfortable operating in an innovative and changing environment to lead the communications team maximising the use of all communication channels. This will include the active take up of digital and social media opportunities along with the provision of high quality and responsive public information and media about the services delivered by TCCS.

With the opportunity to work collaboratively with the Ministers Office, TCCS executive and peers across the ACT Government, you will ideally have a history of strong leadership and demonstrated understanding of the ACT Government and Transport Canberra and City Services priorities.

Applicants should submit an application addressing the Executive Capabilities and Job Specific Criteria. Contact details for two referees should be provided along with a current curriculum vitae. Applicants should note applications will be vetted through an external organisation.

Remuneration: The position attracts a remuneration package ranging from \$228,037 to \$237,944 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$180,124.

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

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

Transport Canberra

Light Rail

Contract Management Office

Director, Project Management

Executive Level 1.1 \$194,076 - \$202,292 depending on current superannuation arrangements, Canberra (PN: E886)

Gazetted: 26 February 2018

Closing Date: 12 March 2018

Details: The ACT Government is fully committed to ensuring Canberra is one of the world's most liveable and competitive cities. Connected through smart public transport they have outlined its commitment to continuing to build an integrated public transport network in Canberra.

With a crucial first step to this multi-mode transport network currently under construction through Stage 1 of the Light Rail Network and announcement of the planning and development of Stage 2 Extension to Woden, Transport Canberra will deliver a city shaping transport network that will provide an integrated, convenient, reliable and efficient transport solution for Canberra's growing population.

The Director, Project Management works collaboratively with the Project Director, Director-General, TCCS Executives and across the ACTPS to provide assurance and reporting on the Light Rail project. The position provides executive leadership on project governance and reporting, contract management, commercial matters, project controls including risk and issues management, change control management, master programming and other activities. The successful applicant will have a proven record in project governance, contract and project

controls management for the delivery of infrastructure projects. Equally, a track record of establishing a team and developing a can-do attitude in the team of achieving milestones in a dynamic environment is critical. Relevant tertiary qualifications in fields such as Business Administration, Project Management or related disciplines or equivalent experience would be highly regarded.

Interested applicants should submit an application addressing the Executive Capabilities and Job Specific Criteria; contact details of two referees and a current curriculum vitae.

Remuneration: The position attracts a remuneration package ranging from \$194,076 to \$202,292 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$149,390.

Contract: The successful applicant will be engaged under a performance based contract for an initial period of two years with possible extension for up to three years (up to five years in total). 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 Meghan Oldfield, meghan.oldfield@act.gov.au (02) 6207 5716

City Services

ACT NOWaste

Service Delivery

Contracts Inspector

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 32479)

Gazetted: 22 February 2018

Closing Date: 1 March 2018

Details: The Contracts Inspector works within a small operational Procurement and Contract Management team and reports to the Manager, Service Delivery Team. The Contracts Inspector provides contract administration to assist Senior Contract Management Officers, demonstrates rigour and expertise in performing fields inspections and audits, monitors and reports against contract compliance and understands the purpose and intent of performance based contract management to achieve quality outcomes. We are looking for someone who can interpret and apply legislation, prepare evidentiary reports and make recommendations to ensure contract compliance and provides advice to operational staff, senior management, and internal and external stakeholders. This role requires attention to detail, excellent communication and organisational skills (oral, written, interpersonal and negotiation) and the ability to work across a variety of work environments.

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

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

Applications should be sent to the Contact Officer

Contact Officer: Jason Rose (02) 6205 0721 jason.rose@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

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

Darren Noack 848-66513, Section 68(1), 19 January 2018

Chief Minister, Treasury and Economic Development

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

Lauren Cross 853-48160, Section 68(1), 26 February 2018

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

Iin Indriani 846-84453, Section 68(1), 26 February 2018

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

Gayani Kankanam Gamage 846-83952, Section 68(1), 26 February 2018

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

Aravind Ladarpet Subramaiah 853-48064, Section 68(1), 15 February 2018

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

Melissa Wytkamp 846-94037, Section 68(1), 26 February 2018

Education

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

Stephen Joseph Pohl 853-78351, Section 68(1), 22 February 2018

Health

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

Antoinette Antigo 845-19132, Section 68(1), 22 February 2018

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

Philip Baker 848-20208, Section 68(1), 1 March 2018

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

Grant Clark 853-78474, Section 68(1), 5 March 2018

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

Michael Devries 848-81457, Section 68(1), 1 March 2018

Administrative Services Officer Class 3 \$60,039 - \$64,616

Grace Freeman 853-63846, Section 68(1), 16 February 2018

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

Georgia Hogbin 848-85204, Section 68(1), 22 February 2018

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

Christine Keane 853-77762, Section 68(1), 26 February 2018

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

Claire King 848-21446, Section 68(1), 23 February 2018

Administrative Services Officer Class 2/3 \$52,991 - \$64,616

Stephanie McKenna 856-73107, Section 68(1), 19 February 2018

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

Luke Meany 847-00097, Section 68(1), 1 March 2018

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

Steffen Mehle 845-20299, Section 68(1), 1 March 2018

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

Sean O'Donnell 847-03642, Section 68(1), 1 March 2018

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

Anna O'Rourke 845-02808, Section 68(1), 22 February 2018

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

Joseph Rivera 848-85394, Section 68(1), 21 February 2018

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

Dale Ross 845-20352, Section 68(1), 1 March 2018

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

Saira Roy 845-02162, Section 68(1), 7 May 2018

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

Lewis Saunders 847-03626, Section 68(1), 1 March 2018

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

Jennifer Swanston 853-78503, Section 68(1), 5 March 2018

Independent Competition and Regulatory Commission

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

Catherine Collins 853-61197, Section 68(1), 26 February 2018

Justice and Community Safety

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

Laura Pound 853-58131, Section 68(1), 22 February 2018

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

Nancy Taylor 853-72662, Section 68(1), 28 February 2018

Transport Canberra and City Services

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

Glenn Richard Charnock 853-78917, Section 68(1), 28 February 2018

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

Lynette Muirhead 853-64697, Section 68(1), 28 February 2018

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

Liberty Nelson 853-71977, Section 68(1), 28 February 2018

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

Meaghan O'Connor 853-78909, Section 68(1), 28 February 2018

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

Jane Rowe 848-66054, Section 68(1), 26 February 2018

TRANSFERS

Health

Agam Munshi: 835-67511

From: Senior Information Technology Officer Grade C \$100,462

Health

To: Senior Information Technology Officer Grade C \$100,462 - \$108,140

Health, Canberra (PN. 39922) (Gazetted 14 December 2017)

Justice and Community Safety

Jen Stein: 846-85544

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

Health

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

Justice and Community Safety, Canberra (PN. 17271) (Gazetted 21 November 2017)

Office of the Legislative Assembly

Tanya Irvine: 827-19026

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

To: Administrative Services Officer Class 4 (\$66,656 - \$72,175) Office of the Legislative Assembly, Canberra (PN334) (Gazette 23 November 2017)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Shared Services ICT

Technology Services

Technical Services Delivery

Dougall de Totth: 844-82288

From: Information Technology Officer Post Graduate \$74,081 - \$78,415

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 11599) (Gazetted 30 November 2017)

Procurement Property and Venues

Goods and Services Procurement

ICT Procurement

Callum Stringer: 846-92226

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. 11066) (Gazetted 27 November 2018)

Community Services

Children, Youth and Families

Business Support Unit

Alison Grace: 771-10443

From: Senior Officer Grade C \$100,462 - \$108,140
Community Services
To: †Senior Officer Grade A \$137,415
Community Services, Canberra (PN. 26671) (Gazetted 5 December 2017)

Director of Public Prosecutions

Director of Public Prosecutions

Katrina Marson: 836-03324

From: Professional Officer Class 1 \$56,359 - \$78,145
Director of Public Prosecutions
To: †Prosecutor Grade 2 \$92,999 - \$113,159
Director of Public Prosecutions, Canberra (PN. 16346) (Gazetted 26 July 2017)

Director of Public Prosecutions

Shaz Naidu: 835-99599

From: Prosecutor Grade 1 \$72,389 - \$82,104
Director of Public Prosecutions
To: †Prosecutor Grade 2 \$92,999 - \$113,159
Director of Public Prosecutions, Canberra (PN. 43754) (Gazetted 26 July 2017)

James Walker: 835-95133

From: Prosecutor Grade 2 \$92,999 - \$113,159
Director of Public Prosecutions
To: †Prosecutor Grade 3 \$118,087 - \$130,579
Director of Public Prosecutions, Canberra (PN. 17498) (Gazetted 26 July 2017)

Education

Office for School

North and Gungahlin Network

Amaroo School

Edward Cuthbertson: 766-19002

From: \$115,778
Education
To: †School Leader B \$134,806
Education, Canberra (PN. 04151) (Gazetted 10 November 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.

Office for Schools

South and Weston Network

Malkara School

Emmaley Rose Greene: 785-51910

From: \$63,459 - \$100,317
Education
To: †School Leader C \$115,778
Education, Canberra (PN. 03676) (Gazetted 13 November 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.

Office for Schools

Belconnen Network

Miles Franklin Primary School

Nicole Marie Jagers: 843-39975

From: \$115,778

Education

To: †School Leader B \$134,806

Education, Canberra (PN. 39212) (Gazetted 9 November 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.

Office for Schools

South and Weston Network

Melrose High School

Ryan Kay: 824-51031

From: \$63,459 - \$100,317

Education

To: †School Leader C \$115,778

Education, Canberra (PN. 12005) (Gazetted 24 November 2017)

Office for Schools

Belconnen

Aranda Primary School

Lisa Kingham: 027-38690

From: \$115,778

Education

To: †School Leader B \$134,806

Education, Canberra (PN. 04013) (Gazetted 10 November 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.

Office for Schools

South and Weston Network

Melrose High School

Aine McAuley: 824-60499

From: \$63,459 - \$100,317

Education

To: †School Leader C \$115,778

Education, Canberra (PN. 02651) (Gazetted 24 November 2017)

Office for Schools

South and Weston Network

Melrose High School

Eleanor Lesley McMillan: 786-8889

From: \$63,459 - \$100,317

Education

To: †School Leader C \$115,778

Education, Canberra (PN. 03738) (Gazetted 27 November 2017)

School Performance and Improvement

Learning and Teaching

Pedagogy

Regina Nugent: 766-17963

From: \$63,459 - \$100,317

Education

To: †School Leader C \$115,778

Education, Canberra (PN. 03622) (Gazetted 7 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.

Office for Schools

Belconnen Network

Macgregor Primary School

James Philip Orr: 824-49580

From: \$63,459 - \$100,317

Education

To: †School Leader C \$115,778

Education, Canberra (PN. 32284) (Gazetted 22 November 2017)

Office for Schools

North and Gungahlin Network

Gold Creek School

Ingrid Muriel Osborn: 849-06191

From: \$63,459 - \$100,317

Education

To: †School Leader C \$115,778

Education, Canberra (PN. 02057) (Gazetted 15 November 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.

Office for Schools

Belconnen Network

Macgregor Primary School

Joanne Pearce: 824-40690

From: \$63,459 - \$100,317

Education

To: †School Leader C \$115,778

Education, Canberra (PN. 38591) (Gazetted 22 November 2017)

Office for Schools

South and Weston Network

Forrest Primary School

Hayley Louise Singh: 787-66495

From: \$115,778

Education

To: †School Leader B \$134,806

Education, Canberra (PN. 39219) (Gazetted 3 November 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.

Office for Schools

Tuggeranong Network

Calwell High School

Alexandra Felicity Whitrow: 824-47876

From: \$63,459 - \$100,317

Education

To: †School Leader C \$115,778

Education, Canberra (PN. 25345) (Gazetted 14 November 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.

Environment, Planning and Sustainable Development

Suburban Land Agency

Urban Renewal

Sales, Marketing and Mingle

Elliot Woods: 846-88163

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$118,319 - \$133,197

Environment, Planning and Sustainable Development, Canberra (PN. 55376) (Gazetted 25 October 2017)

Health

Canberra Hospital and Health Services

Melissa Aveyard: 827-07906

From: Enrolled Nurse Level 1 \$57,635 - \$61,578

Health

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

Health, Canberra (PN. 32366) (Gazetted 1 January 2000)

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Amy Price: 850-42778

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

Health

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

Health, Canberra (PN. 29934) (Gazetted 11 January 2018)

Canberra Hospital and Health Services

Nicole Wang: 820-78812

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

Health

To: †Senior Information Technology Officer Grade C \$100,462 - \$108,140

Health, Canberra (PN. 39925) (Gazetted 15 December 2017)

Transport Canberra and City Services

City Presentation

Licensing and Compliance

Domestic Animal Services

Kim De Franceschi: 817-31760

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

Transport Canberra and City Services

To: †Administrative Services Officer Class 4 \$66,656 - \$72,175

Transport Canberra and City Services, Canberra (PN. 17771) (Gazetted 24 November 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.

City Presentation

Licensing and Compliance

Domestic Animal Services

Matthew Guest: 853-54915

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 39670, several) (Gazetted 24 November 2017)

