



ACT Government Gazette

Gazetted Notices for the week beginning 05 April 2018

VACANCIES

Calvary Health Care ACT (Public)

Various

Sonographer

HP4 \$108,140.00, Canberra (PN: Several)

Gazetted: 05 April 2018

Closing Date: 28 March 2018

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

Contact Officer: Evelyn Sheppard Castillo 02 6201 6982 HR@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

Technology and Design

Creative and Design Industries

Creative and Design Industries Administrative Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 31354)

Gazetted: 11 April 2018

Closing Date: 18 April 2018

Details: Canberra Institute of Technology (CIT) Creative and Design Industries seek a motivated and experienced administrator to support the teachers and Head of Department with a range of high level duties including: Knowledge of eLearn and Banner as well as excellent organisation skills. The ability to work in a team on complex issues relating to the department and CIT is essential. 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.

Contact Officer: Julianne Abbot (02) 6207 3717 julianne.abbot@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

Access Canberra

Deputy-Director

Senior Officer Grade A \$137,415, Canberra (PN: 35718, several)

Gazetted: 10 April 2018

Closing Date: 26 April 2018

Details: In every job that must be done, there is an element of fun. Find the fun and - snap! The job's a game.

Access Canberra, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), is seeking a number of fun-loving, high performing Deputy-Directors with a collaborative flair. We are looking for people who never stop learning – who want to fix broken things, make good things better, have an ability to find the fun, and demonstrate great leadership in times of change. Working closely with all senior executives of Access Canberra

and teams in the Chief Minister's Directorate, the successful applicants will be forging ahead in their careers and focussed on impact, not simply activities. Our Deputy-Directors occupy key leadership positions. We offer a supportive and collaborative work environment that invests in you and your professional development. Three of the positions we are looking to fill are because our Deputy-Directors have recently been appointed to senior executive roles. The roles we offer are across various disciplines including regulatory compliance, customer coordination, and construction, environment and workplace licensing.

Eligibility/Other requirements: A career built on continued learning, delivering impact in past roles, and valuing those around you will be highly desirable.

Note: There are several positions available on both a temporary and permanent basis. An order of merit list may be established to fill future vacancies at level over the next 12 months. Suitability for this position will be assessed on your behaviour, knowledge and skills in relation to the duties/responsibilities listed in the position description.

How to apply: If you want to find adventure in the great wide somewhere, send through your curriculum vitae; contact details of at least two referees and a two page pitch demonstrating what makes you practically perfect for this opportunity. We want to hear about your greatest achievement in the last five years and how it relates to this position. So find the second star to the right, and fly straight on till morning. See how far you could go at Access Canberra. The two page response should be written in the form of a pitch and should not specifically address the selection criteria, but indicate your capacity to perform the duties and responsibilities at the specified classification. Detail your greatest achievement in the last five years and how it relates to this position and its duties; and outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

Contact Officer: Alex McPherson (02) 6207 4412 alex.mcpherson@act.gov.au

Infrastructure Finance and Capital Works

Governance and Contracts

Senior Prequalification Officer

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 01394)

Gazetted: 09 April 2018

Closing Date: 24 April 2018

Details: The Senior Prequalification Officer (the position) is part of a small team and manages a number of other staff. The position reports directly to a Senior Officer Grade A (SOG A), Senior Manager, Contracts and Prequalification. The primary duties of this position are to provide strategic and management oversight of the team and to ensure the work of the teams is completed within timeframes to a high standard. This includes providing advice and support in relation to the policies relating to prequalification and assessing prequalification applications. The role requires a strong focus on, and the ability to assess, financial information provided by external contractor/consultants.

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

How to Apply: Interested candidates should submit an application addressing the selection criteria, details of two referees and a current Curriculum Vitae via email to jobs@act.gov.au by the closing date on this advertisement.

Contact Officer: Lee-Anne Aldwell (02) 6207 5982 lee-anne.alldwell@act.gov.au

Shared Services

Business Application Management

Shared Services ICT

Server and Backup Team Manager

Senior Information Technology Officer Grade B \$118,319 - \$133,197, Canberra (PN: 14346)

Gazetted: 06 April 2018

Closing Date: 20 April 2018

Details: The successful applicant will be required to manage and coordinate Information Communications Technology (ICT) Infrastructure, server and desktop activities to support ACT Government Directorates initiatives. The purpose of this position is to lead and mentor Server and Desktop support teams, providing high level advice and guidance to influence and raise the level of collaboration and effectiveness of the team. The officer will be involved in developing, deploying, administering, supporting and maintaining various Linux, Microsoft, HP and VMware systems and associated management systems, products and applications. The officer will also manage the provision of complex third level ICT technical support, advice and problem resolution for customers with first and second level support for onsite technical and service delivery staff.

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

How to Apply: Potential candidates should supply a brief Curriculum Vitae of no more than three pages, contact details of at least two referees and two pages outlining why they are the best person for the job. It is highly recommended that you speak to the contact officer to obtain additional information about the role and your application.

Contact Officer: Wayne Lucas (02) 6207 3811 wayne.lucas@act.gov.au

Office of the Chief Digital Officer

Centre of Data Excellence

Business Analyst

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40124)

Gazetted: 07 April 2018

Closing Date: 23 April 2018

Details: The Office of the Chief Digital Officer is establishing a brand new section – the Centre of Data Excellence (the Centre). The Centre is about much more than technology. It is about unlocking the value of government data to make decisions based on evidence and deliver better services to our citizens. We take a holistic approach to data management, coordination of people and business process as well as technological innovation. The Centre will develop a whole of government data management practice that will:

Provide security and privacy control with a proven governance framework

Make data sharing easy through the use of industrial grade infrastructure

Automate business processes to make them fast, transparent and reproducible

Apply advanced analytics, data visualisation and machine learning to complex problems of our time.

The Business Analyst will play a key role in the work of the Centre. You'll need to be multilingual – talking the language of technology, data and business and bridging the gap between them. You'll have skills in taking the most complex of requirements and distilling them down into lean workable documents. You'll have a knack for translating what business wants to something that the Centre can make better for it. You'll always put the user at the centre of what we do and believe passionately in getting positive outcomes for them. You'll know when to push the envelope and when to draw within the lines.

We're filling a variety of positions, from data engineers to policy officer to sys admin support. Check out the Centre's positions overview document for a high-level view and the individual job descriptions for the detail. No matter which job you apply for you need to be agile, an evangelist for data, a team player and passionate about creating a new way of working with data to deliver the best outcomes to our citizens.

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

How to Apply: To apply, applicants are required to submit three items: (1) ACT Government Application Cover Sheet; (2) a two-page pitch staking your claims against the job description; and (3) a current resume. Please ensure you submit all three items

Contact Officer: Philip Crawford (02) 6207 9872 cdo@act.gov.au

Business Application Management

Shared Services

Shared Services ICT

Senior Database Administrator

Senior Information Technology Officer Grade C \$100,462 - \$108,140, Canberra (PN: 10898)

Gazetted: 11 April 2018

Closing Date: 25 April 2018

Details: The successful applicant will be required to deliver high level technical support in a complex LINUX/Oracle enterprise environment. To co-ordinate with application support specialist to troubleshooting systems hosted on LINUX or Oracle platforms including installation, configuration, patching and monitoring of LINUX operating systems and Oracle database servers.

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

How to Apply: Potential candidates should supply a brief Curriculum Vitae of no more than three pages, contact details of at least two referees and two pages outlining why they are the best person for the job. It is highly recommended that you speak to the contact officer to obtain additional information about the role and your application.

Contact Officer: Baldev Mandhan (02) 6207 5167 baldev.mandhan@cit.edu.au

Office of the Chief Digital Officer

Centre of Data Excellence

Senior Policy Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40122)

Gazetted: 09 April 2018

Closing Date: 23 April 2018

Details: The Office of the Chief Digital Officer is establishing a brand new section – the Centre of Data Excellence (the Centre). The Centre is about much more than technology. It is about unlocking the value of government data to make decisions based on evidence and deliver better services to our citizens. We take a holistic approach to data management, coordination of people and business process as well as technological innovation. The Centre will develop a whole of government data management practice that will:

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This is a unique opportunity to be at the forefront of developing governance, policies and frameworks that will make a difference to how decisions are made and how services are delivered which impact our citizens. To be our Senior Policy Officer you'll need the communication and liaison skills of a UN raconteur and writing skills fit for a Pulitzer. You'll set up networks across the whole ACT Public Service as well with key stakeholders in business, academia and federal government. You don't need the technical skills but you do need experience and knowledge of contemporary data management practices. You'll know when to push the envelope and when to draw within the lines.

Note: This position is being offered for a period of 18 months with the possibility of extension and/or permanency (dependent on continuation of funding).

We're filling a variety of positions, from data engineers to policy officer to sys admin support. Check out the Centre's positions overview document for a high-level view and the individual job descriptions for the detail. No matter which job you apply for you need to be agile, an evangelist for data, a team player and passionate about creating a new way of working with data to deliver the best outcomes to our citizens.

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

How to Apply: To apply, applicants are required to submit three items: (1) ACT Government Application Cover Sheet; (2) a two-page pitch staking your claims against the job description; and (3) a current resume. Please ensure you submit all three items.

Contact Officer: Philip Crawford (02) 6207 9872 cdo@act.gov.au

Office of the Chief Digital Officer

Centre of Data Excellence

Senior Data Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40125)

Gazetted: 09 April 2018

Closing Date: 23 April 2018

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Apply advanced analytics, data visualisation and machine learning to complex problems of our time
We're building a big data lake and need someone to manage it!

As the Senior Data Manager, you'll have a passion for developing frameworks and standards and a knack for getting people to follow them (a bit like herding cats* – tricky but very rewarding). You'll always be one step ahead – identifying any potential molehills before they turn into mountains. You'll know when to push the envelope and when to draw within the lines.

*The Centre doesn't actually own any cats.

Note: This position is being offered for a period of 18 months with the possibility of extension and/or permanency (dependent on continuation of funding).

We're filling a variety of positions, from data engineers to policy officer to sys admin support. Check out the Centre's positions overview document for a high-level view and the individual job descriptions for the detail. No matter which job you apply for you need to be agile, an evangelist for data, a team player and passionate about creating a new way of working with data to deliver the best outcomes to our citizens.

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

How to Apply: To apply, applicants are required to submit three items: (1) ACT Government Application Cover Sheet; (2) a two-page pitch staking your claims against the job description; and (3) a current resume. Please ensure you submit all three items.

Contact Officer: Philip Crawford (02) 6207 9872 cdo@act.gov.au

Enterprise Canberra

Office of the Deputy Director-General

Directorate Liaison Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 23994)

Gazetted: 06 April 2018

Closing Date: 13 April 2018

Details: Enterprise Canberra is seeking to recruit a motivated and well-organised individual to facilitate collaborative working arrangements between Chief Minister, Treasury and Economic Development (CMTEDD) and portfolio Ministers offices. The Directorate Liaison Officer position offers a unique and engaging experience for those seeking to develop their ACT government career. The Directorate Liaison Officer is required to provide high-level support and work collaboratively with Office of the Deputy Director General (DDGO), Enterprise Canberra, to facilitate the provision of timely and accurate advice to Ministers offices. The ability to prioritise and manage competing deadlines across multiple Minister portfolios is essential to this role.

Note: This is a temporary position available for 12 months. Selection may be based on application and referee reports only.

How to Apply: Submit an application of no more than two pages addressing the selection criteria, an application cover sheet, a current curriculum vitae and contact details for two referees to jobs@act.gov.au.

Contact Officer: Susan Hanns (02) 6207 8717 susan.hanns@act.gov.au

Access Canberra

Parking Operations

Parking Operations Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 04684)

Gazetted: 05 April 2018

Closing Date: 12 April 2018

Details: Access Canberra Parking Operations is seeking an enthusiastic and dedicated person to fill the role of Parking Operations Manager. The successful applicant will have a well-developed understanding of and experience in a range of parking operations functions and systems. This role will require a working knowledge of the regulatory requirements in applying a risk based approach to the administration of enforcement. The successful applicant will be required to represent Access Canberra at various committees, seminars, conferences and meetings on a local and national basis, as required. The successful applicant will coordinate the day-to-day running of the Parking Operations Team including workflow and staff management.

How to Apply: Please review the Position Description and Job Advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a written application, of no more than two pages, responding to the two statements below, contact details of at least two referees and current curriculum vitae. The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification. (1) Detail your greatest achievements in the last five years and how they relate to this position and its duties. (2) Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role

Contact Officer: Cassandra Keppell (02) 6205 9876 kassandra.keppell@act.gov.au

Office of the Chief Digital Officer

Centre of Data Excellence

Business Intelligence Developer

Administrative Services Officer Class 6/Senior Officer Grade C \$79,824 - \$108,140, Canberra (PN: 40123)

Gazetted: 07 April 2018

Closing Date: 23 April 2018

Details: The Office of the Chief Digital Officer is establishing a brand new section – the Centre of Data Excellence (the Centre). The Centre is about much more than technology. It is about unlocking the value of government data to make decisions based on evidence and deliver better services to our citizens. We take a holistic approach to data management, coordination of people and business process as well as technological innovation. The Centre will develop a whole of government data management practice that will:

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Do you love a good dashboard? Can you make data tell a story? Do you see opportunities where others only see problems? Do you have a passion for working with others to find the right answer? Can you present a complex answer as a beautiful visualisation? And can you document it all?! Our Business Intelligence Developer will work closely with business units and then use their expertise to develop insightful solutions that will keep business coming back for more. You'll know when to push the envelope and when to draw within the lines.

Note: This position will be filled at either the Senior Officer Grade C or Administrative Services Officer Class 6 level, dependant on the skills and experience of the successful applicant.

We're filling a variety of positions, from data engineers to policy officer to system admin support. Check out the Centre's positions overview document for a high-level view and the individual job descriptions for the detail. No matter which job you apply for you need to be agile, an evangelist for data, a team player and passionate about creating a new way of working with data to deliver the best outcomes to our citizens.

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

How to Apply: To apply, applicants are required to submit three items: (1) ACT Government Application Cover Sheet; (2) a two-page pitch staking your claims against the job description; and (3) a current resume. Please ensure you submit all three items.

Contact Officer: Philip Crawford (02) 6207 9872 cdo@act.gov.au

Shared Services ICT

Technology Service Delivery

Service Assurance

Technical Support Administrator

Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 27581)

Gazetted: 05 April 2018

Closing Date: 19 April 2018

Details: Service Assurance Refresh Team is seeking a highly motivated candidate who will, under limited direction, provide technical support to operational computer systems across all ACT Government Directorates. The

successful candidate will liaise with users/clients and provide advice on a range of Information Technology (IT) problems, investigate and report on application information and assist in the development and maintenance of ACT Government assets. Experience in liaising with stakeholders and Information Communications Technology (ICT) asset lifecycle management would be advantageous.

How to Apply: After reviewing the “What you will do” and “What you require” sections in the Position Description, please provide a two page written response that provides evidence of your capabilities. Include examples that clearly demonstrate relevant past experience, skills, knowledge and behavioural capabilities. Successful applicants may be selected off application and referee reports only.

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

Commercial Services and Infrastructure

Procurement, Property and Venues

Venues Canberra/National Arboretum Canberra

Content Digital Marketing Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 30917)

Gazetted: 06 April 2018

Closing Date: 20 April 2018

Details: The National Arboretum Canberra is seeking a dynamic and innovative person to fill the role of Content Digital Marketing Officer. Working in a busy environment the successful candidate will create and implement the National Arboretum's marketing, digital and tourism across diverse channels as well as implementing site specific key projects. The successful candidate will possess solid marketing and digital experience, as well as excellent communication and liaison skills. The Content Digital Marketing Officer will work in teams and autonomously reporting directly to the Events and Community Engagement Manager at the National Arboretum.

Contact Officer: Christine Callen (02) 6205 4468 christine.callen@act.gov.au

Enterprise Canberra

Visit Canberra/Events ACT

Senior Public Relations

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 43248)

Gazetted: 06 April 2018

Closing Date: 27 April 2018

Details: Visit Canberra/Events ACT is seeking an energetic and motivated Senior Public Relations Officer to join a small and dynamic high performing team to develop and implement effective public relations and media communications for a suite of major and high profile community events in the ACT. This event portfolio includes major events such as Floriade, NightFest and Enlighten Festival, 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. In this role you will work collaboratively with the Marketing Manager to develop and implement targeted public relations, promotions and media strategies as part of the overall marketing strategy. The Senior Public Relations Officer is required to undertake the following duties: In line with the marketing strategy and broader marketing team objectives; proactively identify and develop relationships with key media. Duties include creating, pitching and distributing content and the co-ordination of promotional activities such as events and activations. Effectively manage contracted PR companies and suppliers to ensure delivery of services in line with government procurement processes and expectations as outlined by the marketing manager. Manage requests from partners (media, industry, internally) in a timely and professional manner by providing appropriate support such as co-ordinating familiarisations, hosting and spokesperson duties as required. Support the wider marketing team and senior managers in preparing and distributing consumer content for publications, websites, media kits, marketing collateral, e-newsletters, press releases, social media content and other requests as required. Support the wider marketing team and senior managers in preparing reports and other ministerial materials (speech notes, functions briefs, media alerts and ministerial releases) as required.

What you'll need to succeed. We are looking for someone who thrives in a fast paced and challenging environment, drives best practice and looks to do things differently. To be successful in this role you will have demonstrated public relations expertise working within a fast paced environment. You will possess excellent interpersonal, presentation and communication skills to manage external agencies, suppliers, media and stakeholder groups. You will hold excellent content writing skills, have the ability to work well under pressure and proven high-level project management skills. Being part of a dynamic and fast paced team environment, the

successful Senior Public Relations Officer will actively model the ACT Public Service Values and Signature Behaviours of respect, integrity, collaboration and innovation, show initiative and lead by example. 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: Tertiary qualifications in marketing communications, journalism, public relations or related disciplines. Sound knowledge of Canberra and region tourism products, experiences and events (or desire to quickly acquire). Current driver's licence. Flexibility to work weekends and evenings on occasion.

Note: To apply, applicants are required to submit an ACT Government Application Cover Sheet, a statement of claims against specified selection criteria; a current resume; and the names and contact details of two referees (one should be a current Supervisor/Manager).

Contact Officer: Zerlina Burns (02) 6205 0659 zerlina.burns@act.gov.au

Office of the Chief Digital Officer

Centre of Data Excellence

Senior Data Engineer

Administrative Services Officer Class 6/Senior Officer Grade C \$79,824 - \$108,140, Canberra (PN: 40120)

Gazetted: 07 April 2018

Closing Date: 23 April 2018

Details: The Office of the Chief Digital Officer is establishing a brand new section – the Centre of Data Excellence (the Centre). The Centre is about much more than technology. It is about unlocking the value of government data to make decisions based on evidence and deliver better services to our citizens. We take a holistic approach to data management, coordination of people and business process as well as technological innovation. The Centre will develop a whole of government data management practice that will:

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To be a Senior Data Engineer you'll have the mad data skills needed to build an environment others will admire.

You'll know the difference between ETL and ELT and a BLT! You'll be all over the latest and greatest tools and platforms. You can write code in your sleep and build data lake architecture as easy as putting together Lego.

You'll thrive on the opportunity to work with big data pipelines. You'll know when to push the envelope and when to draw within the lines.

Note: This position will be filled at either the Senior Officer Grade C or Administrative Services Officer Class 6 level, dependant on the skills and experience of the successful applicant.

We're filling a variety of positions, from data engineers to policy officer to system admin support. Check out the Centre's positions overview document for a high-level view and the individual job descriptions for the detail. No matter which job you apply for you need to be agile, an evangelist for data, a team player and passionate about creating a new way of working with data to deliver the best outcomes to our citizens.

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

How to Apply: To apply, applicants are required to submit three items: (1) ACT Government Application Cover Sheet; (2) a two-page pitch staking your claims against the job description; and (3) a current resume. Please ensure you submit all three items.

Contact Officer: Philip Crawford (02) 6207 9872 cdo@act.gov.au

Shared Services ICT

Technology Services

ICT Security

ICT Security Analyst

Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 30743)

Gazetted: 09 April 2018

Closing Date: 24 April 2018

Details: Information Communications Technology (ICT) Security provides Whole of Government security services for information assets and critical business functions, including operations, governance, risk management and compliance auditing. We are looking to fill a vacancy within the ICT Security Operations team. This role involves day to day operations and management of a variety of Security appliances, such as Mail and Web Gateways, Security Incident and Event Management (SIEM), and Mobile Device Management, as well as assisting in project work and cloud platforms.

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

Contact Officer: Nathan Carriage (02) 6207 6748 nathan.carriage@act.gov.au

Office of the Chief Digital Officer

Centre of Data Excellence

Data Engineer

Administrative Services Officer Class 5/6 \$74,081 - \$91,356, Canberra (PN: 40128)

Gazetted: 09 April 2018

Closing Date: 23 April 2018

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Do you have a passion for improving and automating processes?

Our Data Engineer will be developing the test plans for data automation and BI development. You will then use your mad programming skills to turn these test plans into automated scripts. If the thought of developing a fully automated test framework appeals then this is the job for you! You'll have great writing skills and know how to develop both functional and non-functional specs. You'll be good at the tech and also good at translating the requirements into documentation. You'll know when to push the envelope and when to draw within the lines.

Note: This position will be filled at either the Administrative Services Officer Class 6 or Administrative Services Officer Class 5 level, dependant on the skills and experience of the successful applicant.

We're filling a variety of positions, from data engineers to policy officer to system admin support. Check out the Centre's positions overview document for a high-level view and the individual job descriptions for the detail. No matter which job you apply for you need to be agile, an evangelist for data, a team player and passionate about creating a new way of working with data to deliver the best outcomes to our citizens.

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

How to Apply: To apply, applicants are required to submit three items: (1) ACT Government Application Cover Sheet; (2) a two-page pitch staking your claims against the job description; and (3) a current resume. Please ensure you submit all three items.

Contact Officer: Philip Crawford (02) 6207 9872 cdo@act.gov.au

Office of the Chief Digital Officer

Centre of Data Excellence

Data Analyst

Administrative Services Officer Class 5/6 \$74,081 - \$91,356, Canberra (PN: 40129)

Gazetted: 07 April 2018

Closing Date: 23 April 2018

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Do you want to use your data analysis powers for good? Working as the Data Analyst in the Centre you'll have the opportunity to use data to help government make better policy decisions, improve its efficiency and effectiveness, therefore improving the lives of our citizens. As our Data Analyst you'll love a good challenge and thrive on the opportunity to let the data provide a good solution to problems. You'll be a stickler for detail and pride yourself on being able to analyse large, complex amounts of data. You won't just have the technical skills - you'll also be able to find the value in the data to tell a great story in ways that everyone will find easy to understand. You'll know when to push the envelope and when to draw within the lines.

Note: This position will be filled at either the Administrative Services Officer Class 6 or Administrative Services Officer Class 5 level, dependant on the skills and experience of the successful applicant.

We're filling a variety of positions, from data engineers to policy officer to sys admin support. Check out the Centre's positions overview document for a high-level view and the individual job descriptions for the detail. No matter which job you apply for you need to be agile, an evangelist for data, a team player and passionate about creating a new way of working with data to deliver the best outcomes to our citizens.

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

How to Apply: To apply, applicants are required to submit three items: (1) ACT Government Application Cover Sheet; (2) a two-page pitch staking your claims against the job description; and (3) a current resume. Please ensure you submit all three items.

Contact Officer: Philip Crawford (02) 6207 9872 cdo@act.gov.au

Office of the Chief Digital Officer

Centre of Data Excellence

System Administrator/Librarian

Administrative Services Officer Class 5/6 \$74,081 - \$91,356, Canberra (PN: 40126)

Gazetted: 07 April 2018

Closing Date: 23 April 2018

Details: The Office of the Chief Digital Officer is establishing a brand new section – the Centre of Data Excellence (the Centre). The Centre is about much more than technology. It is about unlocking the value of government data to make decisions based on evidence and deliver better services to our citizens. We take a holistic approach to data management, coordination of people and business process as well as technological innovation. The Centre will develop a whole of government data management practice that will:

Provide security and privacy control with a proven governance framework

Make data sharing easy through the use of industrial grade infrastructure

Automate business processes to make them fast, transparent and reproducible

Apply advanced analytics, data visualisation and machine learning to complex problems of our time

Do you like a good data catalogue? Do you like to keep things ordered and under control, and help people find the right data for the right purpose at the right time? As the System Administrator/Librarian you'll work closely with our vendor to monitor and maintain the data lake platform. You'll understand contemporary programming languages and data technology platforms and have experience working in these environments. You'll know when to push the envelope and when to draw within the lines.

Note: This position will be filled at either the Administrative Services Officer Class 6 or Administrative Services Officer Class 5 level, dependant on the skills and experience of the successful applicant.

We're filling a variety of positions, from data engineers to policy officer to system admin support. Check out the Centre's positions overview document for a high-level view and the individual job descriptions for the detail. No matter which job you apply for you need to be agile, an evangelist for data, a team player and passionate about creating a new way of working with data to deliver the best outcomes to our citizens.

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

How to Apply: To apply, applicants are required to submit three items: (1) ACT Government Application Cover Sheet; (2) a two-page pitch stating your claims against the job description; and (3) a current resume. Please ensure you submit all three items.

Contact Officer: Philip Crawford (02) 6207 9872 cdo@act.gov.au

Shared Services

Finance and Payroll

Debt Management

Debt Management Officer

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

Gazetted: 05 April 2018

Closing Date: 16 April 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. The Chief Minister, Treasury and Economic Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This position is being re-advertised. Previous applicants will be considered and need not re apply.

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

Infrastructure Finance and Capital Works

Executive Support

Administration Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 29536)

Gazetted: 06 April 2018

Closing Date: 20 April 2018

Details: Infrastructure Finance and Capital Works (IFCW) is looking for an Office Assistant who will be working within a small team, to support the Division, under limited supervision. IFCW is looking for a person that can provide a reception service for the Division and ensure office presentation is of a high standard, provide first class customer service to respond promptly to staff and customer enquiries and perform a variety of administrative tasks such as maintaining office records and files (creation, updating and archiving of files) in addition to the development of processes for internal records management, manage building maintenance requests, mail distribution, fleet vehicles, phone/e-mail directories and organise stationery orders.

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

How to Apply: If this sounds like you please send us a one page summary of how you address the selection criteria along with your resume to jobs@act.gov.au by the closing date on this advertisement.

Contact Officer: Joanne Gardner (02) 6207 2076 joannel.gardner@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

Office of the Director General

Strategic Policy

Chief Information Officer

Executive Level 1.3 \$228,037 - \$237,944 depending on current superannuation arrangements, Canberra (PN: E854)

Gazetted: 06 April 2018

Closing Date: 20 April 2018

Details: The Community Services Directorate (CSD) is seeking a Senior Executive to plan the Digital/ICT strategic outcomes for the Directorate. The Chief Information Officer, Community Services Directorate will be part of the broader executive team delivering community services in the ACT. The Chief Information Officer will work across the Directorate, in strategic partnership with the ACT Government Chief Digital Officer and with the ACT Government Shared Services Information and Communications Technology (SSICT) which supports the Directorate's operational ICT requirements. The Records Management Unit is also managed by the Chief Information Officer and is responsible for the co-ordination and management of CSD Records. The primary objective of the role is to lead the development and implementation of the Digital/ICT strategy and an efficient ICT function that continues the delivery of the Directorate's digital transformation.

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 Anne Maree Sabellico
Annemaree.sabellico@act.gov.au (02) 6207 9031

Strategic Policy

Office for Aboriginal and Torres Strait Islander Affairs

Director, Office for Aboriginal and Torres Strait Islander Affairs

Executive Level 1.3 \$228,037 - \$237,944 depending on current superannuation arrangements, Canberra (PN: E418)

Gazetted: 06 April 2018

Closing Date: 27 April 2018

The Role:

The Director is responsible for the provision of high level strategic advice and policy for the ACT Government and Aboriginal and Torres Strait Islander communities.

The Director is also responsible for the day to day management of the Office of Aboriginal and Torres Strait Islander Affairs.

In particular, the Director is responsible for providing best practice advice, policy guidance and reporting support to those areas of Government responsible for delivering specialist Aboriginal and Torres Strait Islander services as well as building cultural integrity across all mainstream services.

Role Specific Skills and Attributes:

- Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander peoples' cultures and societies and an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples in contemporary society and in particular the Australian Capital Territory.
- Demonstrated ability to communicate sensitively and effectively, including the requirement for proper negotiation and consultation, with Aboriginal and Torres Strait Islander people.
- Demonstrated understanding of the policy environment for Aboriginal and Torres Strait Islander Affairs at both an ACT Government and an Australian Government context.
- Demonstrable skills in strategic thinking, change management and effective leadership.
- High level negotiation and communication and skills and stakeholder engagement.
- Proven experience in the provision of evidence-based advice to government.

Qualifications and Experience:

- Relevant tertiary qualifications are expected.

Five Selection Criteria:

Your application must include a statement which sets out your claims against the five criteria detailed below. Your statement should provide evidence of your experience and concrete achievements in relation to each of the criteria.

Criterion 1 – Leads and values people

Behaviours and Capabilities:

motivates and develops people;

values diversity and respects individuals; and

builds a culture of improving practice.

Criterion 2 – Shapes strategic thinking

Behaviours and Capabilities:

- inspires a sense of purpose and direction;
- encourages innovation and engages with risk; and
- thinks broadly and develops solution.

Criterion 3 – Achieves results with integrity

Behaviours and Capabilities:

- develops organisational capability to deliver results;
- manages resources wisely and with probity; and
- progresses evidence-based policies and procedures.

Criterion 4 – Fosters collaboration

Behaviours and Capabilities:

- listens and communicates with influence;
- engages effectively across government; and
- builds and maintains key relationships.

Criterion 5 – Exemplifies citizen, community and service focus

Behaviours and Capabilities:

- understands, anticipates and evaluates client needs;
- creates partnerships and cooperation; and
- works to improve outcome.

The behaviours and capabilities underpinning each of the criteria illustrate the operating style displayed by an Executive in the ACT Public Service and do not need to be separately addressed in your application. For example; an Executive who leads and values people will motivate and develop his or her team; value diversity and respect individuals; and build a culture of improving practice.

Note: This is an identified position. Section 29 of the PSM Standards 2006 restrict eligibility for an Identified position to Aboriginal and Torres Strait Islander people.

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.

How to Apply: For further details and a detailed position description please contact Bryan Creith, First People Recruitment Solutions at bryan@fprs.com.au. Your interest will be treated in the strictest confidence. FIRST PEOPLE Recruitment Solutions is a 100% Indigenous owned and managed recruitment agency providing contract placements, fixed term contracts and permanent recruitment solutions to Government, NFP, Community sectors and Corporate Australia. Our Head Office is based in Canberra with a national reach to all the states and territories, regional and remote areas of Australia.

FIRST PEOPLE Recruitment Solutions encourage applications from Indigenous Australians and Non-Indigenous Australians together with people from culturally diverse backgrounds.

Inclusion and Participation

Office for Disability

Executive Support Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 32988)

Gazetted: 05 April 2018

Closing Date: 12 April 2018

Details: The ACT Office for Disability works with Government and the community to create an inclusive Canberra so that people with disability are able to fully enjoy their rights as citizens. The ACT Office for Disability is seeking a highly motivated, experience and suitably qualified individual to fill the role of the Executive Support Officer. Supporting the two Senior Managers and the Director of the ACT Office for Disability, the Executive Support Officer position is responsible for overseeing the work flow of Ministerial and Directorate briefs and correspondence, Cabinet and Assembly Question Time requests and providing Secretariat support.

Eligibility/Other Requirements: Proven proficiency in the use of Microsoft applications and a correspondence tracing system such as TRIM. An understanding and knowledge of policy and program issues related to the disability sector.

Contact Officer: Wendy Kipling (02) 6207 1444 wendy.kipling@act.gov.au

**Housing ACT
Executive Support Unit
Office Manager**

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 39762)

Gazetted: 10 April 2018

Closing Date: 24 April 2018

Details: The Executive Support Unit of Housing ACT is looking for a high level performing person who shows initiative and can work in a dynamic and high pressure environment to permanently fill the role of Office Manager, Executive Support. If you like interesting and fulfilling work, can juggle lots of competing priorities and have a natural ability to organise the diaries of up to four Senior Executives, then this is a great opportunity to use your skills in a role where no two days are the same. The Office Manager, Executive Support is the key contact point for all diary appointments, travel and accommodation for the Senior Executive and is a key member of the Executive Support Unit. The Office Manager works closely with the Housing ACT Senior Management Team, Community Services Directorate (CSD) Executive Assistants and the Minister's Office to ensure Senior Executive diaries are efficiently and effectively coordinated. The Office Manager supports the Ministerial Liaison Officer to process ministerial briefs and correspondence in TRIM, and also supports the Senior Manager, Executive Support Unit to coordinate Housing ACT meetings, planning days and other events. This role is a key part of a passionate and proactive team who enjoy being challenged in their day to day work, achieving great outcomes and working together to best support the Minister's office, Executive and other business units of Housing ACT. Discretion and good judgement are crucial, as is an ability to be a trusted team member who wants to help contribute to the efficient running of a busy executive office. If this sounds like an opportunity you would be interested in, we would love to hear from you.

Contact Officer: Eileen McEntee (02) 6207 1538 eileen.mcentee@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
Digital Strategy Services Transformation**

Director, Digital Strategy, Services and Transformation - CIO

Executive Level 1.2 \$211,059 - \$220,120 depending on current superannuation arrangements, Canberra (PN: E841)

Gazetted: 11 April 2018

Closing Date: 25 April 2018

Details: The Chief Information Officer (CIO) works to the Executive Director, Service Design and Delivery as a member of the Directorate's executive team to provide strategic leadership for the ACT in school education, early childhood care and education.

The CIO is pivotal to guiding the Directorate's engagement with digital transformation and alignment to the ACT Government's Digital Canberra concept. This Executive leads significant change management and business innovation across the Directorate and is accountable for the design and delivery of Education's digital strategy and records management program.

The CIO leads a range of ICT programs, business transformation initiatives and is responsible for the design and implementation of the service delivery arrangements with Shared Services ICT. The CIO also fulfils a leadership role across the ACT Public Service - participating in cross government working committees and project boards. The CIO also represents the Directorate on national committees and working groups including the National Systems Interoperability Program and Chief Information Officers' forums. The CIO requires a diverse skill set - encompassing in-house consultancy services, strategist, risk management, contract management, service delivery assurance and strategic stakeholder consultation.

Key responsibilities of the Chief Information Officer role are:

- Development and implementation of the e-learning strategy;
- Development and implementation of a contemporary ebusiness systems; and

- Management of the Directorate's information assets.

This Executive position is a unique leadership role with the opportunity to make a significant contribution to the future direction of education in the ACT and the ACT Public Sector more broadly.

Remuneration: The position attracts a remuneration package ranging from \$211,059 to \$220,120 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$164,759.

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 contact officer, Meg Brighton meg.brighton@act.gov.au (02) 6205 9458

Office for Schools

Tuggeranong Network

Lanyon High School

Executive Teacher – Mathematics, Science and School Administration System (SAS)

School Leader C \$115,778, Canberra (PN: 01968)

Gazetted: 05 April 2018

Closing Date: 19 April 2018

Details: Lanyon High School is committed to supporting student learning outcomes by improving the capacity of all of its staff. We are seeking a flexible and dynamic school leader of Science and Mathematics, who is able to manage the administrative aspects of the School Administration System, including timetabling, assessment and reporting. They need to work collaboratively with the leadership team in order to achieve the goals of the Strategic Plan of the school in line with the vision of the Principal. They should also be able to support the overall wellbeing of students by upholding the school values of; Student empowerment, Respectful relationships, Pride in the community and Resilience.

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 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: Barbara Monsma (02) 6142 1800 barbara.monsma@ed.act.edu.au

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

Business Services

Deputy Director General, Business Services

Senior Project Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40326)

Gazetted: 10 April 2018

Closing Date: 17 April 2018

Details: An opportunity exists for an energetic Senior Project Officer, within the Office for the Executive Director Business Services. The successful applicant will be responsible for: Undertaking analysis and contribute to project and policy development by providing evidence-based policy proposals. Drafting high quality briefing materials including, for example, complex communications materials, ministerial and senior executive briefings and operational guidelines. Providing expert program and policy support to the Executive Director, as well as support to schools as required, including contributing to program reviews. Liaising within the Education Directorate, other agencies and consultants to progress strategic priorities and representing the Directorate through building and maintaining quality relationships with key stakeholders to gather high quality feedback and evidence.

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

Contact Officer: David Matthews (02) 6207 1523 david.matthews@act.gov.au

School Performance and Improvement

Digital Strategy Services Transformation

Digital Transformation

Project Officer, School Administration/Business

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39754)

Gazetted: 11 April 2018

Closing Date: 25 April 2018

Details: An opportunity exists for a highly motivated and suitably experienced person to join the Digital Transformation Team within the Education Support Office to provide specialist advice regarding ACT Government School operations and business processes (in particular Finance, Human Resourcing and Faculty Management). This advice is to aid in the configuration, implementation and business process testing of the new School Administration System. The successful candidate will have experience in current ACT school administration systems and tools; highly developed research and communication skills and the ability to successfully work in a team to deliver in a complex and dynamic environment.

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 for one year with the possibility of extension.

Contact Officer: Gillian Abdilla (02) 6207 4086 gillian.abdilla@act.gov.au

System Policy and Reform

Early Childhood Policy and Reform

Children's Education and Care Assurance

Professional Officer

Professional Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 01635)

Gazetted: 09 April 2018

Closing Date: 23 April 2018

Details: Early Childhood Policy and Regulation (ECPR) is seeking an experienced Professional Officer to work with an Investigation Team that is responsible for the assessment and investigation of notifications and complaints under the *Education and Care Services National Law (ACT) Act 2011 (National Law)* and the *Children and Young People Act 2008 (CYP Act)*. ECPR is a team within the Children's Education and Care Assurance (CECA), a branch of the ACT Education Directorate. CECA is staffed by professionals with experience and qualifications in either or both Children's Education and Care and/or Government Investigations. ECPR is the ACT Regulatory Authority administering legislation covering approved early childhood education and care services and licensed childcare services in the ACT. ECPR is responsible for issuing approvals for providers, services and certified supervisors and assessing, monitoring and enforcing compliance with the National Law. CECA comprises three teams; Quality Assessment and Rating, Audit and Risk Management and Investigations. The Investigation Officer will assess and investigate notifications and complaints made to CECA pursuant to the National Law and the *Children and young people (CYP) Act*. They will conduct inspections, interview relevant parties, and draft witness statements relevant to investigations. The successful candidate will have well developed interpersonal communication and leadership skills, including the ability to liaise, consult and negotiate with key stakeholders. They will also provide comprehensive and sound reports and recommendations to the Investigations Team Leader and Branch Director.

Eligibility/Other Requirements: Diploma or Tertiary qualification in Investigations, a relevant discipline or equivalent experience is required. Knowledge and understanding of the *Education and Care Services National Law (ACT) Act 2011*, the *Children and Young People Act 2008*, the *Education and Care Services National Regulations 2011* and the *ACT Childcare Services Standards* is desirable. A current driver's licence. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be based on application and referee reports only.

Contact Officer: Clare Brookes (02) 6205 0615 clare.brookes@act.gov.au

School Performance and Improvement

Student Engagement

Student Wellbeing

School and Community Engagement Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 36810)

Gazetted: 10 April 2018

Closing Date: 28 April 2018

Details: An exciting opportunity exists in the Education Support Office for a highly motivated person who has previous experience working with young people. The successful applicant will work in partnership with schools to identify, promote and support the implementation of flexible learning programs in schools, and in the community, for students who are at risk of, or who have disengaged from learning. The school and community engagement officer will be responsible for establishing effective and sustainable partnerships across schools, communities, business and industry to facilitate opportunities for young people to reach their educational and/or vocational goals. The successful applicant will have excellent communication and interpersonal skills, be creative and flexible and work within a strengths based framework.

Eligibility/Other Requirements: 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 25 January 2019 with the possibility of extension. This is a part-time temporary position available for 12 months at 22:03 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Bronwyn McNally (02) 6205 7619 bronwyn.mcnally@act.gov.au

School Performance and Improvement

Learning and Teaching

Aboriginal and Torres Strait Islander Education

Lead Aboriginal and Torres Strait Islander Education Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 40325)

Gazetted: 05 April 2018

Closing Date: 19 April 2018

Details: An opportunity exists for a motivated and suitably experienced officer to lead a small team of Aboriginal and Torres Strait Islander (ATSI) Education Officers across two networks to develop, promote and maintain communication networks between school staff, ATSI students, families, and the community. The Lead ATSI Education Officer will manage the development and implementation of programs and activities aimed at embedding ATSI perspectives in student learning. The Lead ATSI Education Officer will supervise and support school based officers in the performance of their duties, including career planning, performance agreements and performance management.

Eligibility/Other Requirements: A current driver's licence is desirable

Note: This is a temporary position available from 26 April 2018 until 26 October 2018 with the possibility of extension and/or permanency. This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. A *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Contact Officer: Ben Johnston (02) 6207 4782 benn.johnston@act.gov.au

Office for Schools

Belconnen Network

University of Canberra High School Kaleen

Finance Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 33917)

Gazetted: 06 April 2018

Closing Date: 20 April 2018

Details: University of Canberra High School Kaleen is seeking a highly motivated and self-directed individual to fill the role of Finance Officer. The successful applicant will work directly to the school Business Manager as well as being an integral part of a vibrant team in the front office of the school. There is a requirement to assist in

reception duties during busy times, in addition to the key duties of the finance role and supervision of front office staff members. Excellent interpersonal skills are therefore required, along with experience and expertise in all areas of the selection criteria pertaining to management of budgets, financial records, reporting, trend analysis and interrogation of financial data for planning purposes and the provision of advice to senior officers.

Eligibility/Other Requirements: A *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to

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

Contact Officer: Merielle Reed (02) 6142 0490 merielle.reed@ed.act.edu.au

Office for Schools

Tuggeranong

Caroline Chisholm School - Senior Campus

Classroom Teacher - English

Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 07569)

Gazetted: 06 April 2018

Closing Date: 13 April 2018

Details: Caroline Chisholm School is a dual campus, P-10 school. We are looking for a collaborative team member to support the drive in the school towards ensuring all students learn at high levels. This position is an English teacher position and has strong emphasis on assessment for learning strategies, ensuring that you utilise high impact learning strategies and are reflective of your practice to ensure we are doing the best for our 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). 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: Terrie McHardie (02) 6142 3550 terrie.mchardie@ed.act.edu.au

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

Office for Schools

Tuggeranong

Wanniassa School

Science, Technology, Engineering and Mathematics (STEM) Classroom Teacher

Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 06555)

Gazetted: 05 April 2018

Closing Date: 12 April 2018

Details: Wanniassa School is seeking a Science, Technology, Engineering and Mathematics (STEM) teacher to join our P-10 school. This exciting opportunity will enable you to bring STEM to the forefront of the classroom and inspire students to become future leaders in the industry. You will be empowered to collaborate with the STEM team and be responsible for contributing to the creation of a well-rounded curriculum design that engages students in personalising learning within STEM. The successful applicant will bring specific strengths in teaching mathematics for Years 7 – 10.

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.

Contact Officer: Cherie Connors (02) 6142 1870 cherie.connors@ed.act.edu.au

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

School Performance and Improvement

Learning and Teaching

Aboriginal and Torres Strait Islander Education

Aboriginal and Torres Strait Islander Education Officer

School Assistant 4 \$61,214 - \$66,285, Canberra (PN: 40372, several)

Gazetted: 11 April 2018

Closing Date: 2 May 2018

Details: The role of the Aboriginal and Torres Strait Islander Education Officer (IEO) is to support schools to build their Cultural Integrity. This includes: Supporting schools to engage with families and community; supporting teachers to embed Aboriginal and Torres Strait Islander perspectives across the curriculum; providing advice and leadership to schools on celebrating significant events and milestones for Aboriginal and Torres Strait Islander peoples; advising school leaders on building school Cultural Integrity; supporting schools to grow a culture of high expectations for Aboriginal and Torres Strait Islander students; and facilitating successful student transitions between year levels, between schools and to post school study or work.

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 designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

Contact Officer: Ben Johnston (02) 6207 4782 benn.johnston@act.gov.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

Environment

Nature Conservation Policy

Natural Resources Management Programs

Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 39753)

Gazetted: 10 April 2018

Closing Date: 26 April 2018

Details: The Environment, Planning and Sustainable Development Directorate is seeking a highly motivated officer to manage a section responsible for natural resource management programs and undertake the role of Chief Executive Officer (CEO) for the ACT Regional Natural Resource Management (NRM) Body, ACT. ACT NRM is one of 56 regional natural resource management bodies across Australia that delivers NRM Projects under the Australian Government's National Landcare Program. ACT NRM works with the volunteer Landcare and ParkCare community, the Aboriginal community, farmers, local, regional and national non-government organisations, the government organisations in the Commonwealth, NSW and ACT. A key focus of ACT NRM is to engage the community in projects that deliver better outcomes for the natural environment, Aboriginal people and sustainable agriculture. The section also administers ACT Government programs such as ACT Environment Grants.

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

Contact Officer: Heather Tomlinson (02) 6205 8560 heather.tomlinson@act.gov.au

Business Capability and Governance

Governance, Compliance and Legal

Governance Capability

Senior Policy Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38031, Several)

Gazetted: 11 April 2018

Closing Date: 25 April 2018

Details: Applications are sought from talented candidates to fill several Senior Policy Officer positions. These roles present an exciting opportunity to drive and embed a strong governance culture in the Environment Planning and Sustainable Development portfolio. Working as part of the Governance, Compliance and Legal Branch these roles will lead the ongoing development and delivery of tailored, robust governance, land development and performance reporting frameworks for the Directorate. They have key responsibilities in the provision of enabling support services to the City Renewal Authority and Suburban Land Agency under existing Service Level Agreements.

Eligibility/Other Requirements: Extensive experience in operationalising better practice governance, quality assurance and compliance frameworks and behaviours is essential.

Contact Officer: Jacqui Bear (02) 6207 0697 jacqui.bear@act.gov.au

Land Strategy and Environment

Building Policy

Policy Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 15008)

Gazetted: 10 April 2018

Closing Date: 3 May 2018

Details: We are recruiting a policy officers to be part of our Building Policy team. It's a small team – but with a wide range of work and responsibilities. You will have a chance to work on major policy reforms and a variety of projects to improve the safety, health, amenity and sustainability of the built environment in the ACT. The position will contribute to policy work and manage policy projects. The position requires excellent project management and written communication skills, and experience in developing policy and regulatory reforms for the building and construction sector.

Eligibility/Other Requirements: Relevant tertiary qualifications and/or experience related to construction and payment dispute resolution schemes; practitioner licensing/regulation; practitioner and project-based insurance, Construction Project Finance and Accounting; Building and Construction Contracts; Regulatory Impact Analysis or a relevant technical field. Applicants should also provide examples of their written work (such as discussion papers, technical standards, legislative instruments and explanatory documents, policy documents (if publicly available)).

Note: The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Vanessa Morris (02) 6205 9462 vanessax.morris@act.gov.au

Land Strategy and Environment

Building Policy

Policy Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 15275)

Gazetted: 10 April 2018

Closing Date: 3 May 2018

Details: We are recruiting a policy officer to be part of our Building Policy team. It's a small team – but with a wide range of work and responsibilities. You will have a chance to work on major policy reforms and a variety of projects to improve the safety, health, amenity and sustainability of the built environment in the ACT. The position will contribute to policy work and will manage the team's programme of industry analysis and evaluation of policy and regulations. The position requires excellent project management, analytic and written communication skills, and experience in developing policy and regulatory reforms for the building and construction sector. For further information on the position and required skills and experience please see the duty statement for the position.

Eligibility/Other Requirements: Relevant tertiary qualifications or experience related to Regulatory Impact Analysis, Statistical Analysis, Evaluation or Building and Construction Economics. Applicants should also provide examples of their written work (such as discussion papers, technical standards, legislative instruments and explanatory documents, policy documents (if publicly available)).

Note: The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Vanessa Morris (02) 6205 9462 vanessax.morris@act.gov.au

Environment

Nature Conservation Policy

Natural Resource Management Programs

NRM Facilitator

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 16999)

Gazetted: 10 April 2018

Closing Date: 26 April 2018

Details: ACT Natural Resource Management (NRM), is one of 56 regional NRM bodies delivering biodiversity, sustainable agriculture and Aboriginal outcomes under the National Landcare Program. ACT NRM is seeking a well-organized individual with experience in NRM programs including on-ground projects delivered in partnership with the community, rural landholders and other partners. The NRM Facilitator will manage a small team of agricultural and Aboriginal NRM facilitators, to deliver projects and foster strong relationships. The successful candidate will be able to demonstrate experience with program implementation, monitoring and reporting and have high level stakeholder relations skills.

Eligibility/Other Requirements: Qualifications and/or experience in Natural Resource Management or another field of science would be an advantage.

Note: This is a temporary position available until 30 June 2023. Selection may be based on applications only.

Contact Officer: Heather Tomlinson (02) 6205 8560 heather.tomlinson@act.gov.au

Climate Change and Sustainability

Energy Efficiency Improvement Scheme

Senior Oracle Developer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40115)

Gazetted: 06 April 2018

Closing Date: 21 April 2018

Details: The Environment, Planning and Sustainable Development Directorate (EPSDD) is currently seeking a motivated Oracle developer to improve existing databases and implement innovative solutions. This role includes, but is not limited to performing alterations to Oracle tables to guarantee auditing and reporting reliability and accuracy, adding new tables to existing schema to improve reporting capabilities, developing new scripts to allow data uploading and built-in automated data validation and verification processes.

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

Contact Officer: Bala Radhakrishnan (02) 6207 6503 bala.radhakrishnan@act.gov.au

Land, Strategy and Environment

Planning, Land and Building Policy

Land Supply and Building Policy

Senior Policy Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40337)

Gazetted: 06 April 2018

Closing Date: 18 April 2018

Details: The position of Senior Policy Officer is part of a small team that will provide policy development and advice in relation to a range of land and housing policy activities across Government. The successful applicant will have strong communication and liaison skills with a proven ability to deliver quality products within set timeframes. This is a great opportunity for a motivated officer with good policy development skills to make a significant contribution to land policy and housing initiatives. Relevant experience in the operation of government and an understanding of Cabinet and Legislative Assembly would also be advantageous.

Eligibility/Other Requirements: Tertiary qualifications in Urban Planning, Land/Property Economics or another relevant professional area or equivalent level of professional experience.

Contact Officer: Elizabeth Howell (02) 6205 8273 elizabeth.howell@act.gov.au

Environment

Nature Conservation Policy

Natural Resource Management Programs

Monitoring, Evaluation, Reporting and Improvement Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 13925)

Gazetted: 10 April 2018

Closing Date: 27 April 2018

Details: ACT Natural Resource Management (NRM), is one of 56 regional natural resource management bodies established under the National Landcare Program. ACT NRM is seeking a well-organized individual to perform the role of Monitoring, Evaluation, Reporting and Improvement Officer (MERI Officer). The position is responsible for the coordination of reporting on ACT NRMs diverse portfolio of NRM projects, with a focus on threatened species and ecological communities, sustainable agriculture, and Aboriginal NRM. The MERI Officer will coordinate reporting to the Commonwealth on programs such as the National Landcare Program, as well as other programs funded by the Commonwealth and ACT Government. This position will also assist with coordinating evaluation activities and project based communication as required.

Eligibility/Other Requirements: Qualifications and/or experience in Natural Resource Management would be an advantage.

Note: This is a temporary position available from 1 July 2018 until 30 June 2023. Selection may be based on application and referee reports only.

Contact Officer: Heather Tomlinson (02) 6205 8560 heather.tomlinson@act.gov.au

Environment

Nature Conservation Policy

Natural Resource Management Programs

Aboriginal Natural Resource Management Facilitator

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 16097)

Gazetted: 11 April 2018

Closing Date: 27 April 2018

Details: ACT Natural Resource Management (NRM), is one of 56 regional natural resource management bodies delivering biodiversity, sustainable agriculture and Aboriginal outcomes under the National Landcare Program. ACT NRM is seeking a well-organized individual to deliver innovative community engagement, cultural interpretation, heritage and land management activities that support the local Traditional Custodians and the broader Aboriginal and Torres Strait Islander community - to better manage our local cultural landscape 'Country'. The position is a central contact point for the Aboriginal and Torres Strait Islander community to support delivery of the National Landcare Program in the ACT.

Eligibility/Other Requirements: This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

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

Contact Officer: Anna Van Dugteren (02) 6205 2914 anna.vandugteren@act.gov.au

Environment

Catchment Management and Water Policy

ACT Healthy Waterways Team

Professional Officer

Professional Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 35386)

Gazetted: 06 April 2018

Closing Date: 20 April 2018

Details: Environment Planning and Sustainable Development Directorate (EPSDD) is seeking a Professional Officer to provide project support for the ACT Healthy Waterways (HW) Project. The successful applicant will support the implementation of the \$93.5m ACT Healthy Waterways project with a focus on the capital investment in water quality infrastructure, water quality monitoring, project governance and reporting and stakeholder engagement. The Position will: (1) Provide project management support for consultancy and capital contracts. This includes the development of procurement documentation, contract management and project closure. (2) Manage ACT HW project financial transactions, track expenditure, coordinate financial reporting and audits. (3) Prepare and coordinates documentation for Development Approval applications through to completion. This includes coordination of large volumes of design documentation. (4) Develop mapping products to support approval

processes, project wide reporting and engagement with key project stakeholders including the community. (5)
Maintain records in accordance with the *Territory Records Act 2002*.
Note: This is a temporary position available until 30 June 2019 with the possibility of extension.
Contact Officer: Justin Foley (02) 6205 8062 justin.foley@act.gov.au

Environment

Nature Conservation Policy

Natural Resource Management Programs

Ecologist and Monitoring Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 14117)

Gazetted: 10 April 2018

Closing Date: 26 April 2018

Details: ACT Natural Resource Management (NRM), the regional natural resource management organisation for the ACT, is seeking an experienced ecologist, with skills in field based monitoring, data analysis, and mapping using a Geographic Information System (GIS). The Ecologist and Monitoring Officer is responsible for two main areas of work – monitoring, and provision of expert technical advice. This position will be responsible for overseeing monitoring across ACT NRM's portfolio of projects, including design, collection of field data and analysis. The other major function is to provide ecological advice to guide delivery of biodiversity projects and inform future investment priorities. The successful candidate will have well developed ecological knowledge of local flora and fauna, experience with designing and delivering monitoring programs, and will be proficient in the analysis of data and use of GIS systems.

Eligibility/Other Requirements: Tertiary qualifications in a field of Environmental Management or Biological Science; a current driver's licence; a willingness to work independently in the field, potentially outside normal hours in remote locations and in adverse weather conditions.

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

Contact Officer: Heather Tomlinson (02) 6205 8560 heather.tomlinson@act.gov.au

Planning Delivery

Merit Assessment and Estates

Assessment Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 37375)

Gazetted: 11 April 2018

Closing Date: 25 April 2018

Details: As an Officer within the Planning Delivery Division, you will often be the first point of contact between the Directorate, the community and industry and must have excellent communication skills and the ability to provide consistently high levels of customer service. You will also be able to work across the development assessment, environmental impact assessment or leasehold administration teams by undertaking assessments, making recommendations and assisting senior officers in meeting the requirements of the legislation. You must be a team player, with the ability work independently, identify solutions to problems and contribute to a culture of constant improvement and innovation.

Note: This is a temporary position available until December 2018.

Contact Officer: Craig Weller 02 6205 3846 craig.weller@act.gov.au

Business Governance and Capability

Finance, Information and Assets

Governance and Strategy

ICT and Electronic Document and Records Management (EDRM) System Support Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 40286)

Gazetted: 05 April 2018

Closing Date: 12 April 2018

Details: The Finance, Information and Assets team is seeking a passionate, innovative and engaged Information Communications Technology (ICT) Officer to support ICT operations and administrate Environment, Planning and Sustainable Development Directorate (EPSDD) Electronic Document and Records Management System (EDRMS), including creation of user accounts, application of access permissions, and tier one user support for staff in a

variety of locations, including remote area operations for the Parks and Conservation Service. The successful application will have a passion for technology, a commitment to customer focussed service delivery and a demonstrated commitment to the ACT Public Service Code of Conduct.

Eligibility/Other Requirements: An understanding of the requirements of the *Territory Records Act 2002*, business analysis principles, and EDM systems would be beneficial in demonstrating suitability for this position.

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

Contact Officer: Ruth Fiona (02) 6207 5587 ruth.fiona@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>

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Community Care Program

Assistant Director of Nursing (Community Care)

Registered Nurse Level 5.3 \$130,586, Canberra (PN: 20304)

Gazetted: 12 April 2018

Closing Date: 19 April 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 Community Care Program (CCP) Community Nursing Service delivers a range of health care community-based technical nursing services to residents of the ACT. These services include direct nursing care in areas of wound, continence, stoma, post-acute support, palliative care and the delivery of the Self-Management of Chronic Conditions Program (CPP). Services are delivered in a clinic or domiciliary setting. Applications are sought from experienced Nurse Managers who have comprehensive interpersonal skills and highly developed interpersonal skills to fill the Community Care Assistant Director of Nursing (ADON) position from the end of May 2018 until June 2019. Applicants will be required to work collaboratively and be able to demonstrate sound knowledge of primary health principles to support community nursing patients. The Assistant Director of Nursing (ADON), Community Care Program provides overarching leadership for the delivery of nursing services by the regional teams and after hours Link team across the ACT. The ADON is responsible for professional leadership and operational management of nursing services within CCP that ensures the effective and efficient delivery of nursing care.

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

Notes: This is a temporary position available for a period of twelve months.

Contact Officer: Elizabeth Crowhurst (02) 6207 1212 elizabeth.crowhurst@act.gov.au

Canberra Hospital and Health Services

Pathology

Haematology

Laboratory Manager (Haematology)

Health Professional Level 5 \$118,319 - \$133,197, Canberra (PN: 40059)

Gazetted: 12 April 2018

Closing Date: 19 April 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. ACT Pathology is a division of the Canberra Hospital and Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. Overview of the work area and position: ACT Pathology is a division of the Canberra Hospital and Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. The Laboratory Manager role is to support and work collaboratively with the Pathology Executive Director, Department Directors, The Director of Operations and the Principal Scientist, to ensure the effective and efficient delivery of services. Under broad direction of the Executive, you will be responsible for the strategic and operational management of the Haematology department providing leadership and governance, providing input into facility design and planning, budget planning and budget preparation, human resource management and workforce development including education and mentoring.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in Medical Laboratory Science or similar. Highly Desirable: Qualifications (or equivalent) in Business, Public Sector or Human Resource Management.

Minimum of ten year's experience working and/or managing a pathology diagnostic laboratory within the discipline of Haematology. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary position available for an initial term of three months with the possibility of permanency from this recruitment process. Selection may be based on application and referee reports only.

Contact Officer: Tracey Farrar (02) 6244 2893 tracey.farrar@act.gov.au

Canberra Hospital and Health Services

Pathology

Microbiology

Laboratory Manager (Microbiology)

Health Professional Level 5 \$118,319 - \$133,197, Canberra (PN: 40058)

Gazetted: 12 April 2018

Closing Date: 19 April 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. ACT Pathology is a division of the Canberra Hospital and Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. Overview of the work area and position: ACT Pathology is a division of the Canberra Hospital and Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. The Laboratory

Manager role is to support and work collaboratively with the Pathology Executive Director, Department Directors, The Director of Operations and the Principal Scientist, to ensure the effective and efficient delivery of services. Under broad direction of the Executive, you will be responsible for the strategic and operational management of the Microbiology department providing leadership and governance, providing input into facility design and planning, budget planning and budget preparation, human resource management and workforce development including education and mentoring.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in Medical Laboratory Science or similar. Desirable: Qualifications (or equivalent) in Business, Public Sector or Human Resource Management; and a minimum of ten years' experience working and/or managing a pathology diagnostic laboratory within the discipline of Microbiology. 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 three months with the possibility of extension and/or permanency. Selection may be based on written application and referee reports only.

Contact Officer: Tracey Farrar (02) 6244 2893 tracey.farrar@act.gov.au

Canberra Hospital and Health Services

Pathology

Biochemistry

Laboratory Manager (Biochemistry)

Health Professional Level 5 \$118,319 - \$133,197, Canberra (PN: 40057)

Gazetted: 12 April 2018

Closing Date: 19 April 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. ACT Pathology is a division of the Canberra Hospital and Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. Overview of the work area and position: ACT Pathology is a division of the Canberra Hospital and Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. The Laboratory Manager role is to support and work collaboratively with the Pathology Executive Director, Department Directors, The Director of Operations and the Principal Scientist, to ensure the effective and efficient delivery of services. Under broad direction of the Executive, you will be responsible for the strategic and operational management of the Biochemistry department providing leadership and governance, providing input into facility design and planning, budget planning and budget preparation, human resource management and workforce development including education and mentoring.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in Medical Laboratory Science or similar. Desirable: Qualifications (or equivalent) in Business, Public Sector or Human Resource Management and a minimum of ten years' experience working and/or managing a pathology diagnostic laboratory within the discipline of Biochemistry. 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: This is a temporary position available for a period of three months with the possibility of extension and/or permanency. Selection may be based on written application and referee reports only.

Contact Officer: Tracey Farrar (02) 6244 2893 tracey.farrar@act.gov.au

Canberra Hospital and Health Services
Mental, Health, Justice Health, Alcohol and Drug Services
Child and Adolescent Mental Health
CAMHS Team Leader
Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 27244)

Gazetted: 12 April 2018

Closing Date: 19 April 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. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services (ACT Wide MHS); Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services (JHS). Overview of the work area and position: CAMHS provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first on set psychosis. The CAMHS community teams are made up of multi-disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to Health Professional (HP) HP1, HP2 HP3, Registered Nurse (RN)'s and Allied Health Assistants (AHA). The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: For Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy; registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA); eligibility for professional membership of Occupational Therapy Australia and a current driver's licence. For Psychology: Be registered or be eligible for general registration with Australian Health Practitioner Regulation Agency (AHPRA); a current driver's licence. Highly Desirable: Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students. For Social Work: Degree in Social Work; eligibility for membership of the Australian Association of Social Workers; registration or eligibility for registration under the *Working with Vulnerable People Act 2011*; a current driver's licence. Highly desirable for all disciplines: Minimum of three years (ideal five years) post qualification and experience in working with children and young people. 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 a period of 13 months.

Contact Officer: Catherine Furner (02) 6205 1472 catherine.furner@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Pharmacy

Systems Manager Pharmacist

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 15647)

Gazetted: 12 April 2018

Closing Date: 19 April 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; Nursing Clinical Support.

Overview of the work area and position: 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". The University of Canberra Hospital (UCH) Pharmacy falls under the umbrella of CHHS Pharmacy Department. The UCH Pharmacy Department provides a range of clinical services to inpatients and day patients of the UCH, utilising a supported self-managed medication model of care. Under the general direction of the Deputy Director of Pharmacy, the Systems Manager Pharmacist is responsible for the coordination, inventory management and data management of the CHHS Pharmacy department to ensure the timely, safe and efficacious use of medicines. The Systems Manager Pharmacist role is expected to work across hospital campuses and partake in an afterhours roster, providing pharmacy services after hours, on weekends and on public holidays, as required.

Eligibility/Other Requirements: Mandatory: Be registered (or be eligible for registration) as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA); Postgraduate qualifications (or equivalent) in Health Informatics, Clinical Pharmacy, Management, Education or Research' previous experience working in hospital pharmacy setting and a current driver's licence. Desirable: Professional membership with relevant professional organisation such as Health Informatics Society of Australia (HISA) and previous experience in a system administrator role. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; if practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: The Systems Manager Pharmacist role is expected to work across multiple sites and partake in an after-hours roster, providing pharmacy services after hours, on weekends and on public holidays, as required.

Contact Officer: Monica Rayson (02) 6244 2121 monica.rayson@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation Allied Health

Rehabilitation Coordinator

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 20293)

Gazetted: 12 April 2018

Closing Date: 26 April 2018

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Eligibility/Other Requirements: Be registered (or be eligible for registration) as a Health Professional with the Australian Health Practitioner Regulation Agency (AHPRA) or (For Non-AHPRA registered professions) - Membership (or eligibility for membership) with relevant professional board/association. Tertiary qualifications (or equivalent) in relevant Allied Health discipline. Current driver's licence. Experience working with patients in a rehabilitation and/or community setting. Desirable: Post-Graduate qualification (or working towards) in a relevant field. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Provide a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Comply with ACT Health credentialing and scope of clinical practice requirements for Allied Health Professionals. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

Note: This position may be required to participate in overtime, on call/and or rotation roster. Part-time applicants will be considered for this position.

Contact Officer: Tegan Reid 0403 127 056 tegan.reid@act.gov.au

Office of Director-General

Office of Director General

Ministerial and Government Service

Freedom of Information Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38712)

Gazetted: 12 April 2018

Closing Date: 26 April 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; 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 and Treasury 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. Overview of the work area and position: Ministerial and Government Services provides operational and strategic support to the Minister for Health and Wellbeing, the Minister for Mental Health, Director-General, and ACT Health staff on cabinet, assembly, ministerial and legislative matters. This also includes the coordination of ACT Health advice to other Government Directorates as required. Freedom of Information access requests are managed by the Freedom of Information Unit within Ministerial and Government Services. Freedom of Information Officers are responsible for overseeing the coordination and compliance of Freedom of Information requests, ensuring quality and timely outcomes are achieved. The Freedom of Information Officer will be responsible for supporting ongoing statutory compliance of the Open Access Information Scheme arising from the *Freedom of Information Act 2016*. The position will also be required to assist and take on complex special projects as directed by the Senior Manager of the Freedom of Information Unit.

Eligibility/Other Requirements: Desirable: High-level experience in Freedom of Information, privacy and legal coordination. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check.

Contact Officer: Geraldine Grayland (02) 6205 2976 geraldine.grayland@act.gov.au

Population Health

Health Protection Service

Environment Health, Policy and Project Team

Senior Policy Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 29623)

Gazetted: 12 April 2018

Closing Date: 26 April 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 Environmental Health Policy and Projects (EHPP) section sits within the Health Protection Service. EHPP develops and implements policy advice, legislation and communications materials on a diverse range of environmental health matters, including. Food safety and food business regulation (e.g. guidance material, regulatory tools, procedures, policies, etc); smoke-free and tobacco control related policy; Insanitary conditions (e.g. those resulting from hoarding; regulation of Health Care Facilities; policy surge capacity for other areas of the Health Protection Service (HPS); project works as directed (with a particular focus on emerging issues that straddle sections of HPS and require policy coordination and consultation across areas).

Eligibility/Other Requirements: Desirable: Demonstrated experience in policy development (particularly in public health, legislative and/or regulatory environments); experience in drafting Government correspondence (such as briefings, cabinet submissions, etc); demonstrated, ability to produce high quality, accurate work within tight deadlines, and a strong capacity to liaise effectively with a range of internal and external stakeholders. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available for a period of 12 months until 30 June 2019.

Contact Officer: Adam Duffy (02) 6205 1728 adam.duffy@act.gov.au

Innovation

Policy and Stakeholder Relations Executive

Contract Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39513)

Gazetted: 12 April 2018

Closing Date: 26 April 2018

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Eligibility/Other Requirements: Desirable: Tertiary qualifications in a relevant field and applicants with policy and/or legislation development experience are encouraged to apply. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Anthony Butler (02) 6205 2647 anthony.butler@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Services

Senior Dietitian

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 20802)

Gazetted: 12 April 2018

Closing Date: 19 April 2018

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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 Nutrition Department within Acute Support Services, Canberra Hospital and Health Services are primarily responsible for the management of core functions and provision of Nutrition based allied health services within ACT Health. Services include; Clinical Dietetic Services to: Inpatients on the Canberra Hospital Campus including the Centenary Hospital for Women and Children and the Adult Mental Health Unit. Outpatients requiring specialist care from the ACT and regional NSW. Operation of centralised Special Diet Service. Operation of Infant Feeding Service. Coordination of ACT Health Clinical Education Program for Nutrition and Dietetic students from various local universities. Food Service governance activities in partnership with the Canberra Hospital Food Service Department. Under the direction of the Manager Nutrition, the Senior Dietitian is responsible for the provision of clinical dietetic services across the Canberra Hospital Campus. This involves liaising across the Canberra Hospital Campus, partaking in service improvement and quality assurance initiatives and contributing to the supervision and training of fellow Health Professionals and Students. The Senior Dietitian role is required to participate in an after-hours roster, including potential for weekend and public holiday work.

Eligibility/Other Requirements: Mandatory: Tertiary qualification (or equivalent) in Nutrition and/or Dietetics. Member (or eligibility for membership) of the Dietitian's Association of Australia. Registered under the *Working for Vulnerable People Act 2011*. Desirable: Current driver's licence. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made. Notes: This is a temporary position available from May 2018 for a period of twelve months with the possibility of extension. This position may be required to participate in overtime, on call, and/or rotation roster. A merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Andrew Slattery (02) 6244 2567 andrew.slattery@act.gov.au

Corporate

Strategic Finance

Financial Operations Support Finance Manager Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 01876)

Gazetted 12 April 2018

Closing Date: 26 April 2018

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Eligibility/Other Requirements: Desirable: A degree or diploma from an Australian tertiary institution, or a comparable overseas qualification, in Commerce, Accounting, Business, Economics or equivalent operational experience would be a distinct advantage. Relevant experience in a hospital or health care setting, leading and

managing a team are highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Gowri Jeyamanoharan (02) 6207 8028 gowri.jeyamanoharan@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Service

Physiotherapist - Acute

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 24848)

Gazetted: 12 April 2018

Closing Date: 26 April 2018

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Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in Physiotherapy; be registered (or eligible for registration) with the Physiotherapy Board of Australia and a current driver's licence. Previous experience delivering physiotherapist services is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made. Note: This is a temporary position available until 31 October with a possibility of extension and/or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months. The Physiotherapist role is required to participate in an after-hours roster, including weekends and public holiday work.

Contact Officer: Kerry Boyd (02) 6244 2670 kerry.boyd@act.gov.au

Population Health

Health Protection Service

Environment Health Food Team

Public Health Officer

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 29631)

Gazetted: 12 April 2018

Closing Date: 26 April 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 Protection Prevention Division 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 national policy, program delivery and protocols on population health issues. The Population Health Protection and Prevention Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and reports to the Director General of ACT Health. The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report. The Health Protection Service is a risk based regulator that manages public health risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services. Overview of the work area and position: The Health Protection Service's Environmental Health section includes a Food Safety Team and an Environment Team. The role may involve a variety of public health regulatory activities, including managing small team to deliver those functions such as inspections of food businesses and management of outbreaks or other potential public health risks. The Environmental Health section works closely with other areas of government such as Access Canberra in executing these functions. The role would suit someone with tertiary qualifications and demonstrated experience in managing small Environmental Health teams.

Eligibility/Other Requirements: Mandatory: Undergraduate degree or graduate diploma in Environmental Health that is accredited by Environmental Health Australia (EHA); or have completed tertiary studies in Applied Science in the areas of Public Health, Food Science, Environmental Science or equivalent. Equivalency of studies and training is determined by senior environmental health staff and a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: Applicants should call the contact officer for advice on whether they are eligible to apply.

Contact Officer: Radomir Krsteski (02) 6205 1700 radomir.krsteski@act.gov.au

Canberra Hospital and Health Services

Medicine

Clinical Development Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 10644)

Gazetted: 12 April 2018

Closing Date: 19 April 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 General Medicine (GM) unit on 8B cares for patients with multiple active co-morbidities or undifferentiated illness that requiring ongoing hospital care. The successful applicant will work within a multidisciplinary clinical environment consisting of committed nursing, medical and allied health staff. The majority of patients are admitted to the unit via ED, from ICU or directly from home and as the Clinical Development Nurse you will be a key member of the team, facilitating clinical teaching, participating in quality activities and nursing research activities with a focus on General Medicine.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and comply with ACT Health Occupational Assessment, Screening and Vaccination Policy. It is desirable, but not mandatory that the successful applicant has a cert IV in training and

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

Note: This position is permanent, full-time, working Monday to Friday.

Contact Officer: Clare Gallagher (02) 6244 2449 clare.gallagher@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

Social Worker/Psychologist/Occupational Therapist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 38021)

Gazetted: 12 April 2018

Closing Date: 26 April 2018

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Eligibility/Other Requirements: For Occupational Therapy: Mandatory: Be registered (or be eligible for general registration) as an Occupational Therapist with Australian Health Practitioner Regulation Agency (AHPRA); professional member (or eligible for professional membership) of Occupational Therapy Australia and a current driver's licence. For Psychology: Mandatory: Be registered (or be eligible for general registration) as a Psychologist with Australian Health Practitioner Regulation Agency (AHPRA) and a current driver's license. Highly Desirable: Approved (or eligible for approval) as a Supervisor and/or Secondary Supervisor for 4 +2 Internship Programs by the Psychology Board of Australia, incl. Higher Degree Students. For Social Work: Mandatory: Tertiary qualifications (or equivalent) in Social Work; member (or eligibility for membership) of the Australian Association of Social Workers; registration under the *Working with Vulnerable People Act 2011* and a current driver's licence. Highly desirable, for all disciplines: Previous experience working in mental health sector, post qualification and previous experience working with young people. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; if practising clinically (providing direct clinical care to patients or

supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made. Comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: Selection may be based on written application and referee reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months. The Health Professional Officer role is required to work rotating shifts including weekends, after-hours and public holidays.

Contact Officer: Laura Dawel (02) 6205 2090 laura.dawel@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Services

Paediatric Physiotherapist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 17272)

Gazetted: 12 April 2018

Closing Date: 26 April 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 ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: Acute Support Physiotherapy Services is based within the Division of Medicine and provides physiotherapy services to a range of clients in acute inpatient setting and specialised outpatient services to patients of Canberra Hospital and Centenary Hospital for Women and Children. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high quality patient care. Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas. The overall functions of the physiotherapist under professional supervision include: Promoting positive client outcomes through the provision of high quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team. Promoting individual or group service delivery. Applying knowledge, skills, professional judgement and initiative in the delivery of routine services. Clinical supervision, and professional development is provided through team structures, supervision support, competency based assessments and informal and formal professional development opportunities.

Eligibility/Other Requirements: Mandatory: Degree or Diploma in Physiotherapy or equivalent qualifications. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. 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 obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Desirable: At least three year's work experience

Note: This is a part-time position at 25:43 hours per week and the full-time salary noted above will be paid pro rata. You will be required to participate in an overtime roster. An order of merit will be established for filling temporary and permanent part-time or full-time vacancies at level within the next 12 months.
Contact Officer: Kathy Terrell (02) 6244 2222 kathy.terrell@act.gov.au

**Canberra Hospital and Health Services
Surgery, Oral Health and Medical Imaging
Surgical Administration
Perfusionist**

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 38474)

Gazetted: 12 April 2018

Closing Date: 26 April 2018

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Eligibility/Other Requirements: Mandatory: Diploma of Perfusion as administered by the Australasian Board of Cardiovascular Perfusion (ABCP). Certified as a Perfusionist with Australian New Zealand College of Perfusionist. (ANZCP). Desirable: Previous experience working as a full-time Clinical Perfusionist. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Provide a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes. Comply with ACT Health credentialing for Allied Health professionals. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

Note: The Perfusionist role is required to participate in the Perfusion Close Call Roster, to ensure that perfusion services are available 24 hours a day, 7 days a week.

Contact Officer: Sara Varghese (02) 6244 3096 sara.varghese@act.gov.au

**Office of Director-General
Communications Branch
Innovation**

Health Communicator/Health Literacy Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 36840)

Gazetted: 12 April 2018

Closing Date: 26 April 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. It also manages and responds to a high volume of highly visible communications and enquiries in relation to Health issues affecting the community and, through a suite of ministerial and government services, provides operational support to the Minister for Health and ACT Government. The Branch manages ACT Health's brand and develops strategies and guidelines to maintain and enhance reputation. The Branch drives a high performing approach to communications, marketing and stakeholder engagement strategy, which includes: communications planning, campaign operations; measurement, online strategy and digital platform development. It also implements systems and reporting processes for receiving and responding to ACT Health consumer feedback. The Branch engages with a diverse range of external partners and stakeholders to identify and undertake opportunities for collaborative projects to improve the planning, development and delivery of health care services, develop partnerships to ensure a future supply of skilled workers for the health sector and further establish a growing base for collaborative research. Working under broad direction, the Health Communicator/Health Literacy reports to the Senior Manager, Stakeholder Engagement and looks to improve through the development of strategies and plans and content pieces the health literacy of the ACT community.

Eligibility/Other Requirements: Desirable: Tertiary qualifications in Health Communications or a relevant field will be highly regarded; a background in journalism or similar and corporate, not for profit and/or government experience are highly desired. 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. Selection may be based on written application and referee reports only.

Contact Officer: Cynthia Douglas (02) 6207 9149 cynthia.douglas@act.gov.au

Office of Director-General

Quality, Governance and Risk Executive

Executive Support Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 04571)

Gazetted: 12 April 2018

Closing Date: 26 April 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 provide high level administrative support in a fast paced working environment. 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 Police check.

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

Contact Officer: Elizabeth Webster (02) 6207 2111 elizabeth.webster@act.gov.au

Canberra Hospital and Health Services

Cancer Ambulatory and Community Health Support

Ambulatory Care

Administration Manager

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 21428, several)

Gazetted: 12 April 2018

Closing Date: 26 April 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. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The 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. In the Division Administration Managers work across a range of teams including the Canberra Region Cancer Centre, Health Centres and Intake Services. Administration Managers coordinate and manage teams working across various functions and services providing high level customer service and supporting high quality ambulatory services.

Eligibility/Other Requirements: 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*.

Note: There are several positions available.

Contact Officer: Bernadette Armatti (02) 6205 2339 bernadette.armatti@act.gov.au

UC Public Hospital

Rehabilitation Aged and Community Care

Rehabilitation Aged and Community Care - Administration

Departmental Office Manager (University of Canberra Hospital)

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 09923, several)

Gazetted: 12 April 2018

Closing Date: 26 April 2018

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Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary Rehabilitation, 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 Hospital (UCH) 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 patients, their carers and other services within and external to ACT Health.

Overview of the work area and position: Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. It is planned that in 2018 the inpatient Rehabilitation units will move from the Canberra Hospital to the University of Canberra Hospital. The University of Canberra Hospital (UCH) is scheduled to open in 2018. UCH is a 140 bed sub-acute rehabilitation hospital providing inpatient rehabilitation, aged care rehabilitation, mental health rehabilitation and outpatient rehabilitation services. UCH will operate under integrated facility wide administration model delivering administration support to RACC services including reception, booking, scheduling, referral management, ward support and general office administration duties. Under the direction of the RACC Administration Manager, the Department Office Manager for UCH is responsible for the coordination and provision of administrative support services for RACC within UCH. This involves managing and overseeing the work of the UCH Customer Service Team, providing leadership, guidance and further supporting the Customer Service Officers within the Office to meet departmental targets and objectives. Additionally, the Office Manager role provides administrative support to the Directors within office, RACC Division and Executives as required. The Departmental Office Manager reports to the RACC Administration Manager, and to the relevant clinical lead for any clinical matters.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU)

Contact Officer: Maria Stahre (02) 6244 2767 maria.stahre@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children Women's and Babies

Registered Nurse Level 1, Maternity – Antenatal /Postnatal Ward

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 39638, several)

Gazetted: 12 April 2018

Closing Date: 19 April 2018

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environment is breast feeding friendly and we provide a safe, functional and comfortable work environment for all those that work here. We provide family based care with an emphasis on partnership with families at this important time. We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Maternity and Gynaecology. You will work with under graduate and post graduate midwives and nurses, allied health and medical students who are studying to gain qualifications, and we greatly value our strong links with the ANU Medical School, Australian Catholic University, Charles Sturt University and the University of Canberra.

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

Note: These is a temporary positions available for a period of 12 months. There are both full-time and part-time (32.00 hours per week) positions available for filling. The full-time salary noted above will be paid pro rata for part-time hours.

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

**Canberra Hospital and Health Services
Women, Youth and Children**

Women's and Babies

Registered Midwife

Registered Midwife Level 1 \$63,548 - \$84,888, Canberra (PN: 12684, several)

Gazetted: 12 April 2018

Closing Date: 26 April 2018

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Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Desirable: Tertiary qualifications or equivalent related to field of expertise.

Note: These are temporary positions available for an initial period of six to twelve months with the possibility of extension and/or permanency. There are multiple positions available with flexible hours. Full-time and part-time positions will be considered. These positions work a 24/7 rotation roster.

Contact Officer: Chris Mead (02) 6244 2915 chris.mead@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Nursing Administration

Registered Nurse

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 32831)

Gazetted: 12 April 2018

Closing Date: 26 April 2018

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Overview of the work area and position: We are seeking a range of highly trained Registered Nurses to fill positions within the following areas: Neonatal Intensive Care Unit, Paediatrics, Emergency Department, Intensive Care Unit, Major Surgical and Trauma Units inclusive of Cardiothoracic, Neurosurgical and Orthopaedics, Cancer Services, General Medical inclusive of Respiratory, Renal and Infectious Diseases and Mental Health. Under broad direction, you will play an instrumental role in providing day to day quality patient care to the ACT and surrounding communities.

Eligibility/Other Requirements: Mandatory: Be Registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA)

Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Desirable: Tertiary qualifications or equivalent related to field of expertise.

Note: These are temporary positions available for a period of six to 12 months with the possibility of extension and/or permanency. There are multiple positions available with flexible hours. Full-time and part-time positions will be considered. These positions work a 24/7 rotation roster.

Contact Officer: Chris Mead (02) 6244 2915 chris.mead@act.gov.au

Canberra Hospital and Health Services

Critical Care

Intensive Care Unit

Registered Nurse

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 29565)

Gazetted: 12 April 2018

Closing Date: 26 April 2018

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trainees providing after hours cover. The Intensive Care Unit is a core member of Australian New Zealand Intensive Care Society (ANZICS). The unit satisfies College requirements for training in Neurosurgery, Cardiothoracics and Trauma. The unit participates in international multi-disciplinary and multi-centre research. The unit has a strong commitment to teaching at undergraduate and postgraduate and research with excellent opportunities for collaborative research. The Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650 000. It is a modern 670+ bed hospital providing most major medical and surgical sub-specialty services. Nurses at this level provide a competent and safe level of nursing care commensurate with experience to patients within ACT Health. The activities required of roles at this level are predominately clinical in nature. Nurses at this level accept accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff.

Eligibility/Other Requirements: Mandatory: Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Previous experience in the critical care environment. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check.

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

Note: There are full-time and part-time positions available.

Contact Officer: James Chapman (02) 6244 2756 james.chapman@act.gov.au

Canberra Hospital and Health Services

Medicine

Accommodation Support Services

Speech Pathologist, Acute Support, Division of Medicine Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 18916)

Gazetted 12 April 2018

Closing Date: 19 April 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. Acute Support Speech Pathology provides tertiary level services to eligible inpatients and outpatients of Canberra Hospital and Health Services. Services include specialist assessment and management of a range of acute communication and swallowing disorders. Acute Support Speech Pathology delivers excellent clinical services and teaching programs. We have a commitment to innovation and quality improvement and deliver clinical education programs to staff and students. Overview of the work area and position: Acute Support Speech Pathology provides expert speech pathology services to a range of eligible inpatient and outpatients at Canberra Hospital and Health Services. Eligible patients include any patient admitted to an acute ward with acute communication and/or swallowing disorders. Specialist outpatient's services are provided to adults with voice disorders, adults and paediatrics with swallowing disorders due to an underlying medical condition, children born with cleft lip and/or palate, adults with head and neck cancer/trauma. This position will be responsible for delivery of clinical speech pathology services to an assigned adult and/or paediatric caseload and contribution to an active teaching and quality improvement program with strong professional support.

Eligibility/Other Requirements: A Degree or Diploma in Speech Pathology from a recognised tertiary institution; eligibility for practicing membership of Speech Pathology Australia; must hold a current drivers' licence and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made. Comply with ACT Health credentialing requirements for allied health professionals. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This position is a temporary, part-time position working two days per week (14.7 hours) for a period of two months. The full-time salary noted above will be paid pro rata. Job share may be considered. This position may be extended at the same or reduced hours.

Contact Officer: Tim Tooke 0427 290 833 tim.tooke@act.gov.au

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

Clinical Administrator

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 09828)

Gazetted: 12 April 2018

Closing Date: 19 April 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: 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 carried out at the Canberra city clinic. Under broad direction, you will be responsible for the administration functions related to assessment and result clinics. Provide clerical duties for the Program Manager including processing of Program and VMO invoicing, manage travel arrangements.

Eligibility/Other Requirements: This role requires the Ability to work the varying start/finish times between 7:30am and 6:00pm to meet the operational requirements of the centre. Desirable: Knowledge of the ACT Patient Administration System (ACTPAS) and knowledge of the BreastScreen Information System (BIS). Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Julie Strickland (02) 6205 5412 julie.strickland@act.gov.au

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Allied Health**

New Graduate Social Worker

Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 40161)

Gazetted: 12 April 2018

Closing Date: 19 April 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.

Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary Rehabilitation, 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 patients, their carers and other services within and external to ACT Health. Overview of the work area and position: A vacancy is available for a new graduate Social Worker HP1 to join the Rehabilitation, Aged and Community Care (RACC) Social Work Team in Canberra, ACT. RACC Social Workers work with patients and their families in both inpatient and community settings, across rehabilitation and aged care services. This team is growing due to the expansion of

rehabilitation services at the new University of Canberra Hospital; Specialist Centre for Rehabilitation, Recovery and Research (UCH). Candidates should be aware that they are applying for a position within the team, not a position in a particular location. There are a wide variety of working environments across this service including; acute and sub-acute hospital settings, community health centres and transitional rehabilitation units. Successful applicants will be required to work at any of these locations. There is a rotational schedule for all levels, although this may vary according to service demands and staffing changes. This is a temporary eight month position for a new graduate social worker. RACC and ACT Health offer regular professional development and training opportunities, along with opportunities to be involved in quality improvement activities. RACC Division provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broader range of sites throughout the ACT, including hospitals, community health centres and the homes of clients. This includes health care and support for people with acute, post acute and long-term illnesses. Social Workers are required to have an understanding of issues related to rehabilitation and aged care and the impact on the person and their family/carer, including adjustment to changes such as illness, ageing and disability. Under the professional supervision of the RACC Social Work Manager, Social Workers provide a range of social work services across both hospital and community based programs within a designated caseload area. The role promotes positive client outcomes through the provision of high quality clinical services across a range of areas or units and working in a multidisciplinary team. Social Workers are provided opportunities to participate in rotations across the variety of Social Work services provided by RACC.

Eligibility/Other Requirements: Mandatory: Be registered (or eligible for registration) with the Australian Association of Social Workers (AASW). Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Current driver's licence. Desirable: Interest in community, rehabilitation, aged care or hospital based social work settings. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Comply with ACT Health credentialing and scope of clinical practice requirements. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

Note: This is a temporary position available for a period of eight months. This position may be required to participate in overtime, on call and/or rotation roster. An order of merit list may be established to fill temporary and casual positions at level over the next 12 months. While the advertised position is full-time, reduced hours may be considered. Selection may be made on written applications alone. Applicants are encouraged to contact the contact officer for more information regarding this position.

Contact Officer: Patrice Higgins (02) 6244 4159 patrice.higgins@act.gov.au

Justice and Community Safety

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

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

Corporate

Strategic Finance

Group Finance Manager

Senior Professional Officer Grade A \$137,415, Canberra (PN: 40304, Several)

Gazetted: 06 April 2018

Closing Date: 20 April 2018

Details: Strategic Finance, Justice and Community Safety, are seeking two results driven, innovative and suitably qualified officers to fill the Group Finance Manager roles. These positions provide high-level support to the Chief Finance Officer in the areas of strategic financial management, budget preparation/performance and financial accounting. The suitable applicants must have the ability to lead the coordination of one or more financial responsibilities including budget preparation and allocation, accountability indicator reporting, monthly management reporting and annual financial statements. The Group Finance Managers provide leadership and

manage teams to effectively deliver client focussed advice and support to business units within the Directorate while ensuring all complies with Treasury guidelines, statutory reporting and other legislative requirements and timeframes. Directorate representation in discussions and negotiations with external and internal agencies is also required.

Note: There are two positions available one permanent and one temporary for six months with a possibility of extension. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Dragana Cvetkovski (02) 6205 4389 dragana.cvetkovski@act.gov.au

ACT Corrective Services

Executive Support and Governance

Research and Evaluation Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 43743)

Gazetted: 11 April 2018

Closing Date: 25 April 2018

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated, career-oriented person to fill the position of Research and Evaluation Officer in the Executive Support and Governance Unit. The successful applicant will be required to conduct high level research into current and emerging trends and provide subsequent advice, recommendations and innovative solutions to complex and sensitive issues. You will also be responsible for developing and implementing research and evaluation initiatives, including the ACT Corrective Services Evaluation Plan. Further to this, you will conduct internal evaluation activities using both qualitative and quantitative methods; procure and project manage external research and evaluation expertise; review, analyse and report on external research requests and support the Strategic Project Manager in the delivery of strategic policy projects. To be successful, you will be required to demonstrate exceptional communication and interpersonal skills and display high-level research and analytical skills. You will also demonstrate an ability to develop and compose complex workplace documents.

Eligibility/Other Requirements: Relevant post-graduate qualifications or equivalent experience would be desirable.

The successful candidate may be required to undergo a criminal record check. A current driver's licence is essential. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

How to Apply: Applicants are required to submit 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 drivers licence. Please ensure you submit all four items.

Contact Officer: Ximena Nikias (02) 6207 3979 ximena.nikias@act.gov.au

ACT Human Rights Commission

Public Advocate and Children and Young People Commissioner

Research and Policy Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 40198)

Gazetted: 10 April 2018

Closing Date: 23 April 2018

Details: The Public Advocate and Children and Young People Commissioner (PACYPC) is seeking a motivated and passionate person (or persons) to join our business unit as a Research and Policy Officer. Duties of the Research & Policy Officer include providing policy advice to the PACYPC regarding rights protection and service/system improvement opportunities for persons experiencing vulnerability, and undertaking research into contemporary best practice in respect of system and service responses for people experiencing vulnerability. The ACT Human Rights Commission recruits for diversity. Aboriginal and Torres Strait Islander people; those who identify as LGBTIQ and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position please contact the contact officer for this position.

Note: This is a full-time temporary position available for a period of six months with the possibility of extension. Part-time hours may be considered. This role will be offered at the Administrative Services Officer Class 5 (ASO5) or Administrative Services Officer Class 6 (ASO6) level depending on qualifications and/or experience.

Contact Officer: Jodie Griffiths-Cook (02) 6205 4300 jodie.griffiths-cook@act.gov.au

**Emergency Services Agency
Governance and Logistics
Fleet Services and Logistics Workshop
Vehicle Mechanic**

General Service Officer Level 7 \$59,230 - \$62,549, Canberra (PN: 47003)

Gazetted: 11 April 2018

Closing Date: 27 April 2018

Details: The ACT Emergency Services Agency (ESA) is responsible for emergency management and related support arrangements in the Territory. The Agency's four operational services are ACT Ambulance Service, ACT Fire and Rescue, ACT Rural Fire Service and the ACT State Emergency Service. The Emergency Services Agency undertakes to provide emergency services 24 hours per day every day of the year; provide its services efficiently and effectively within resource allocations; ensure that compliance activity meets legislative standards on all occasions; use best practice in the provision of assistance for emergencies and the conduct of community education and awareness programs; and train and equip our people to maintain readiness and deliver emergency services to meet agreed standards and benchmarks. Further information can be obtained on the ESA

website <http://www.esa.act.gov.au>. The Fleet Services and Logistics Workshop (The Workshop) consists of a very small, highly trained team and its success is dependent on the effective collaboration of all staff. The Workshop is responsible for the provision of strategic integrated fleet maintenance and resource management and planning for a wide range of vehicles, equipment and inventory; technical vehicle and equipment maintenance and engineering services; the provision of out of hours support to ESA operational agencies; and the provision of specialist technical advice and integrated support to the Emergency Service Agency. The Workshop is seeking a highly motivated Mechanic to complement the existing team and perform duties including, but not limited to, undertaking daily maintenance and repair activities to the full range of vehicles and equipment owned and operated by the ACT Emergency Services Agency; diagnose and repair problems in complex electrical, pneumatic and hydraulic systems; promote a high standard of repair and maintenance services and work autonomously. Eligibility/other requirements: Appropriate and relevant trade qualifications and/or post trade qualifications and/or courses in Hydraulics, Pneumatics and Auto Electrics. Relevant automotive electrical trade certificate holders may be considered. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: There are several positions available. The work value of the Emergency Services Agency Mechanics is currently being reviewed and the successful candidate will be appointed as a General Service Officer Level 7 (GSO7) in the range of \$59,230 - \$62,549 and placed on higher duties at the GSO9 in the range of \$69,148 - \$78,145 pending the outcome of the review. The successful candidates must participate in an out-of-hours on-call roster. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Anthony Mallia (02) 6207 8671 anthony.mallia@act.gov.au

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.

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

People and Capability

Director People and Capability

Executive Level 1.3 \$228,037 - \$237,944 depending on current superannuation arrangements, Canberra (PN: E605)

Gazetted: 10 April 2018

Closing Date: 25 April 2018

Details: Transport Canberra and City Services is seeking an experienced leader to fill the position of Director People and Capability. The position requires a strategic leader of human resource management and organisational development who can continue to support the cultural change journey of the directorate. The successful

candidate will have excellent leadership and technical human resource management skills. Experience in delivering a people strategy, leading projects and transformational change, along with responsibility over a diverse workforce and a high degree of sensitivity and confidentiality are all crucial to this role. The successful candidate will be eager to contribute and capable of participating in strategic discussions, proposing and delivering solutions to organisational challenges. Articulating well researched and thoughtful advice to colleagues at all levels of the organisation including the Executive Board will be essential. The role will ideally suit a HR leader who is people, future, solutions and outcomes oriented.

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 \$183,124.

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.

How to Apply: Applications should address the Executive Capabilities and include a current resume and details of at least two referees.

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

Light Rail

Engineering

Civil Design Coordinator

Infrastructure Officer 4 \$119,340 - \$135,587, Canberra (PN: 36951)

Gazetted: 10 April 2018

Closing Date: 26 April 2018

Details: Transport Canberra is seeking a highly motivated candidate to join the Light Rail team (TCLR) who will, under limited direction from the Senior Design Manager assist the Engineering team to manage and resolve technical matters associated with the delivery of Light Rail Stage 1 between Gungahlin and Civic. Responsibilities include assisting with the resolution of technical civil engineering matters including roadworks, drainage, earthworks, structures, lighting, pedestrian/cycling/road vehicle facilities; liaison with City Services; and, coordination with TCLR's technical advisors. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/ Other Requirements: Tertiary Degree in Civil Engineering or similar qualification with minimum five years experience.

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

Contact Officer: Steven Sancbergs (02) 6207 5104 steven.sancbergs@act.gov.au

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

Suburban Land Agency

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

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

Urban Project Sales and Marketing

Estate Management

Administration Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 39360)

Gazetted: 11 April 2018

Closing Date: 25 April 2018

Details: The Suburban Land Agency is seeking an enthusiastic and experienced administrator to coordinate the maintenance program and stakeholder engagement for estates and properties in the ACT. It will provide an opportunity to develop experience in the implementation of new systems, processes and procedures across the Branch. This includes the support for the management of Crown Leases and Licensee arrangements. The key

capabilities required include: The ability to communicate efficiently and effectively with influence, work under pressure, on multiple projects and within tight timeframes; impart information on aspects of the delivery program; prepare written documentation; support other Managers in planning and implementing programs. We are seeking a person with a dynamic and enthusiastic approach combined with skills and experience suitable for a sales, administration and estate management environment. Strong Information Technology (IT) skills and attention to detail, and the ability to develop, maintain and manipulate data for recording and extracting data sets for reporting purposes would be an advantage. Experience in Information Communications Technology (ICT) programs such as Objective and Tarquin would be beneficial. We are looking for a dynamic, dedicated, flexible team player who is passionate about administration with an interest in land and property management. The role works in a fast-paced environment and some of time will be spent out on properties.

Eligibility/Other Requirements: Client management experience is essential. Experience in, or the ability to quickly gain a working understanding of land and asset acquisition/processes. A drivers licence and a White Card is required. This position may be required to wear a uniform. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to

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

How to Apply: Applications are sought from potential candidates and should address experience and/or ability against the selection criteria, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Mark Emerson (02) 6205 2243 mark.emerson@act.gov.au

Suburban Land Agency

Mingle

Creative Services Officer/ Graphic Designer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 11273)

Gazetted: 10 April 2018

Closing Date: 27 April 2018

Details: The Suburban Land Agency is seeking an enthusiastic and experienced graphic designer to work within the Sales, Marketing and Community Development team. The graphic designer will produce digital and printed collateral for the Agency and its estates. The graphic designer will bring a consistent approach to the look and feel of all of the Agency's outward facing communications, including printed media and digital collateral. This will require the graphic designer to work consistently across several different branding concepts, which represent the Agency and its various estates. The graphic designer must also have a basic understanding of social media, how to post content to different platforms and how to engage with the Agency's online audience. We are looking for a dynamic, dedicated, flexible team player who is passionate about graphic design and the digital world. The role works in a fast-paced environment with new branding concepts being regularly introduced as the Agency's estate portfolio expands.

Eligibility/Other Requirements: Minimum five years experience in graphic design; experience in managing print and digital suppliers and a current driver's licence. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to

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

Note: This position will be required to work occasionally after hours and on weekends and will sometimes be required to wear a uniform. Applications are sought from potential candidates and should address experience and/or ability against the selection criteria, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Elliot Woods (02) 6205 8144 elliot.woods@act.gov.au

Urban Project Sales and Marketing

Estate Management

Rural Estate Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40357)

Gazetted: 09 April 2018

Closing Date: 24 April 2018

Details: The Suburban Land Agency is seeking an enthusiastic and experienced Rural Estate Manager to coordinate the maintenance and stakeholder engagement for rural properties in the ACT. The role requires the creation of

routine plans in accordance with current licensee or sublease agreements; and then the stakeholder engagement to ensure these are monitored, accurate and updated as required. A large part of the role is being the main liaison point with relevant Government agencies with regard to asset, environmental and land management matters. We are looking for a dynamic, dedicated, flexible team player who is passionate about land and property management. The role works in a fast-paced environment and a large part of time will be spent out on rural properties.

Eligibility/Other Requirements: Client management experience is essential. Minimum five years experience and qualification in a trade discipline. Minimum three years experience in managing staff; experience in, or the ability to quickly gain a working understanding of land and asset acquisition/management. A current drivers licence is required and a White Card. 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/1804Working.

Note: This position will be required to occasionally work after hours and on weekends and will often be required to wear a uniform.

How to Apply: Applications are sought from potential candidates and should address experience and/or ability against the selection criteria, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Stephen Terracini (02) 6207 7231 stephen.terracini@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

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

Daniel McGavin 844-78457, Section 68(1), 11 April 2018

Chief Minister, Treasury and Economic Development

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

Jacqueline Dunster 853-74991, Section 68(1), 16 April 2018

Senior Officer Grade A \$137,415

Rebecca Foster 609-26913, Section 68(1), 10 April 2018

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

Bruce James 853-70763, Section 68(1), 5 April 2018

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

Stavroula Lymbers 853-80611, Section 68(1), 9 April 2018

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

Timothy Andrew Stewart 853-80603, Section 68(1), 4 April 2018

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

Jessikah Sullivan 853-56734, Section 68(1), 4 April 2018

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

Angelina Zec 848-78856, Section 68(1), 11 April 2018

Community Services

Youth Worker 1 \$60,039 - \$64,616

Michael Benness 853-79979, Section 68(1), 10 April 2018

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

Kim Brady 846-73295, Section 68(1), 10 April 2018

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

Rebecca Everest 853-81032, Section 68(1), 16 April 2018

Youth Worker 1 \$60,039 - \$64,616

Benjamin Feain 853-80021, Section 68(1), 10 April 2018

Youth Worker 1 \$60,039 - \$64,616

Daniel Felton 853-79960, Section 68(1), 10 April 2018

Youth Worker 1 \$60,039 - \$64,616

Timothy Ghirardello 853-79880, Section 68(1), 10 April 2018

Youth Worker 1 \$60,039 - \$64,616

Maddison Kidd 853-80064, Section 68(1), 10 April 2018

Youth Worker 1 \$60,039 - \$64,616

Chinenye Okorie 853-79901, Section 68(1), 10 April 2018

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

Sophie Selfe 853-77922, Section 68(1), 10 April 2018

Education

School Assistant 2 \$45,058 - \$49,757

Jennifer Hartcher 843-55537, Section 68(1), 11 April 2018

Health

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

Lucy Coffey 853-64064, Section 68(1), 29 March 2018

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

Mikkel Collados 845-03042, Section 68(1), 28 March 2018

Health Service Officer Level 3/4 \$48,385 - \$51,869

Sibin Davis 847-27150, Section 68(1), 6 April 2018

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

Marc Emerson 853-51204, Section 68(1), 7 April 2018

Health Service Officer Level 3/4 \$48,385 - \$51,869

Allan Galicia 834-45581, Section 68(1), 6 April 2018

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

Kirsten Garrido 847-00652, Section 68(1), 23 April 2018

Health Service Officer Level 3/4 \$48,385 - \$51,869

Sreeraj Prabhu 847-27193, Section 68(1), 6 April 2018

Health Service Officer Level 3/4 \$48,385 - \$51,869

Ketharam Suthaharan 847-25999, Section 68(1), 9 April 2018

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

Samson Tella 843-90199, Section 68(1), 5 April 2018

Specialist Level 1- 5 \$164,470 - \$202,960

Tiffany Krause 829-51992, Section 68(1), 9 April 2018

Specialist Level 1- 5 \$164,470 - \$202,960

Roopa Gawarikar 824-62777, Section 68(1), 5 March 2018

Justice and Community Safety

Senior Officer Grade A \$137,415

Emma Byrne 853-60266, Section 68(1), 6 April 2018

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

Kala D'Aquino 853-80435, Section 68(1), 3 April 2018

Ambulance Support Officer 1 \$54,949 - \$58,394

Eleesa-Jane Matthews 853-80902, Section 68(1), 9 April 2018

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

James Wightman 853-72398, Section 68(1), 11 April 2018

Transport Canberra and City Services

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

Callie Barrett 853-80953, Section 68(1), 10 April 2018

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

Alanna Moyes 853-80398, Section 68(1), 11 April 2018

Bus Operator - Training \$66,212

Gurpreet Singh 853-78765, Section 68(1), 29 March 2018

Bus Operator - Training \$66,212

Gurpreet Singh 853-78837, Section 68(1), 29 March 2018

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

Carma Sweet 836-02380, Section 68(1), 11 April 2018

City Renewal Authority

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

Patrick Rose 853-61138, Section 68(1), 16 April 2018

TRANSFERS

Health

Jutine Spina: 740-96818

From: Senior Officer Grade A \$137,415
Chief Minister, Treasury and Economic Development
To: Senior Officer Grade A \$137,415
Health, Canberra (PN. 39932) (Gazetted 1 March 2018)

Transport Canberra and City Services

Douglas Fraser: 827-46614

From: \$73,448
Transport Canberra and City Services
To: Technical Officer Level 2 \$59,230 - \$67,825
Transport Canberra and City Services, Canberra (PN. 18125) (Gazetted 19 February 2018)

PROMOTIONS

Canberra Institute of Technology

Brand and Business Development

Brand and Business Development Management

Ashleigh Savage: 846-91282

From: Administrative Services Officer Class 6 \$79,824 - \$91,356
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade C \$100,462 - \$108,140
Canberra Institute of Technology, Canberra (PN. 40055) (Gazetted 12 February 2018)

Chief Minister, Treasury and Economic Development

Shared Services

Information and Communications Technology

Business Application Management

Jeffrey Ingle: 817-40018

From: Administrative Services Officer Class 5 \$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. 01016) (Gazetted 20 November 2017)

Revenue Management

Compliance

Evelyn McCarthy: 748-4032

From: Senior Officer Grade C \$100,462 - \$108,140
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade B \$118,319 - \$133,197
Chief Minister, Treasury and Economic Development, Canberra (PN. 39263) (Gazetted 1 August 2017)

Revenue Management

Compliance

Rowena Mele: 799-93075

From: Senior Officer Grade C \$100,462 - \$108,140
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade B \$118,319 - \$133,197
Chief Minister, Treasury and Economic Development, Canberra (PN. 37658) (Gazetted 1 August 2018)

Shared Services

Information and Communications Technology

Technology Services

Benjamin Miller: 827-32300

From: Administrative Services Officer Class 4 \$66,656 - \$72,175
Chief Minister, Treasury and Economic Development
To: Information Technology Officer Class 2 \$79,824 - \$91,356
Chief Minister, Treasury and Economic Development, Canberra (PN. 14495) (Gazetted 6 March 2018)

Community Services

Children, Youth and Families

Child and youth Protection Services

Practice and Performance, Therapeutic Assessment

Amenah Dewar: 847-04602

From: Health Professional Level 2 \$61,784 - \$84,816
Community Services
To: †Health Professional Level 4 \$100,462 - \$108,140
Community Services, Canberra (PN. 35156) (Gazetted 24 November 2017)

Housing and Community Services

Housing ACT

Tenancy Operations

Rhonda Stokker: 853-48187

From: Administrative Services Officer Class 4 \$66,656 - \$72,175
Community Services
To: †Administrative Services Officer Class 5 \$74,081 - \$78,415
Community Services, Canberra (PN. 09074) (Gazetted 1 January 2001)
This Promotion is to a non-advertised vacancy and is made in accordance with Section Q3 of the Administrative and Related Classifications Enterprise Agreement 2013-2017.

Education

School Performance and Improvement

South and Weston Network

Curtin Primary School

Maryanne Hayes: 779-23671

From: \$115,778
Education
To: †School Leader B \$134,806
Education, Canberra (PN. 04008) (Gazetted 6 March 2018)

School Performance and Improvement

Tuggeranong Network

Gilmore Primary School

Charlene Lator: 755-79686

From: \$63,459 - \$100,317
Education
To: †School Leader C \$115,778

Education, Canberra (PN. 18444) (Gazetted 21 February 2018)

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

School Performance and Improvement

Belconnen Network

Macgregor Primary School

Peter Usher: 848-97678

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

EDUCATION

To: †School Leader C \$115,778

Education, Canberra (PN. 02671) (Gazetted 1 February 2018)

Environment, Planning and Sustainable Development

Suburban Land Agency

Finance

Financial Accounting

Luke Edmondson: 836-08221

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

Cultural Facilities Corporation

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

Environment, Planning and Sustainable Development, Canberra (PN. 38934) (Gazetted 24 July 2017)

Chief Operating Officer

People and Capability

People Services

Sangeeta Gupta: 843-25338

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

Chief Minister, Treasury and Economic Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 31389) (Gazetted 20 February 2018)

Health

Innovation

Policy and Stakeholder Relations

Yasmin Barrington-Knight: 740-99760

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

Health

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

Health, Canberra (PN. 38265) (Gazetted 21 December 2017)

UC Hospital

James Chapman: 828-65509

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

Health

To: †Registered Nurse Level 4.1 \$114,377

Health, Canberra (PN. 28539) (Gazetted 11 January 2018)

Canberra Hospital and Health Services

Jacqueline Clissold: 844-81664

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

Health

To: †Senior Officer Grade C \$100,462 - \$108,140
Health, Canberra (PN. 22029) (Gazetted 9 November 2017)

UC Hospital

Kellie Huey: 609-52193

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

To: †Registered Nurse Level 4.1 \$114,377
Health, Canberra (PN. 25997) (Gazetted 11 January 2018)

UC Hospital

Michelle Dunn: 786-53634

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

To: †Registered Nurse Level 4.1 \$114,377
Health, Canberra (PN. 16973) (Gazetted 11 January 2018)

Canberra Hospital and Health Services

Fiona King: 827-25426

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

To: Registered Nurse Level 2 \$88,249 - \$93,533
Health, Canberra (PN. 22724) (Gazetted 22 June 2017)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Zivanai Matiyenga: 821-58564

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

To: Registered Nurse Level 2 \$88,249 - \$93,533
Health, Canberra (PN. 22542) (Gazetted 8 February 2018)

UC Hospital

Katherine McKinnon: 820-72824

From: Registered Nurse Level 3.1 \$101,175 - \$105,339
Health

To: †Registered Nurse Level 4.1 \$114,377
Health, Canberra (PN. 29197) (Gazetted 11 January 2018)

UC Hospital

Peta McDonnell: 762-89074

From: Registered Nurse Level 3.1 \$101,175 - \$105,339
Health

To: †Registered Nurse Level 3.2 \$114,377
Health, Canberra (PN. 39800) (Gazetted 29 January 2018)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Kate Souslby: 850-41943

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

To: †Health Professional Level 4 \$100,462 - \$108,140
Health, Canberra (PN. 28407) (Gazetted 22 February 2018)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Mariam Thomas: 848-83559

From: Registered Nurse Level 2 \$88,249 - \$93,533
Health
To: †Registered Nurse Level 3.1 \$101,175 - \$105,339
Health, Canberra (PN. 13423) (Gazetted 8 March 2018)

Canberra Hospital and Health Services

Sarah Tomlin: 827-32722

From: Registered Nurse Level 1 \$63,548 - \$84,888
Health
To: Registered Nurse Level 2 \$88,249 - \$93,533
Health, Canberra (PN. 22685) (Gazetted 8 June 2017)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Hayden Turnbull: 836-10049

From: Registered Nurse Level 1 \$63,548 - \$84,888
Health
To: Registered Nurse Level 2 \$88,249 - \$93,533
Health, Canberra (PN. 22466) (Gazetted 8 February 2018)

Transport Canberra and City Services

Transport Canberra

Light Rail

Duncan Stuart: 844-35254

From: Administrative Services Officer Class 6 \$79,824 - \$91,356
Transport Canberra and City Services
To: †Senior Officer Grade C \$100,462 - \$108,140
Transport Canberra and City Services, Canberra (PN. 33675) (Gazetted 1 February 2018)

City Services

City Presentation

Urban Treescapes

Johanna Wallner: 844-01396

From: Administrative Services Officer Class 5 \$74,081 - \$78,415
Environment, Planning and Sustainable Development
To: Administrative Services Officer Class 6 \$79,824 - \$91,356
Transport Canberra and City Services, Canberra (PN. 18126) (Gazetted 13 February 2018)

CORRIGENDA

Senior Information Technology Officer Grade C \$100,462 - \$108,140
Grant Clark: 853-78474, Section 68 (1), 26 March 2018
Originally notified in Gazette of 5 March 2018 amendment to start date.