



ACT Government Gazette

Gazetted Notices for the week beginning 09 August 2018

VACANCIES

Calvary Health Care ACT (Public)

Maternity

Registered Midwife

RM1 \$63,548, Canberra (PN: Several)

Gazetted: 14 August 2018

Closing Date: 31 August 2018

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

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

Reference Number 20048

Contact Officer: Noelyn Perriman noelyn.perriman@calvary-act.com.au

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

Obstetrics and Gynaecology

SNR Registrar

SNR Registrar \$138,667, Canberra (PN: Several)

Gazetted: 14 August 2018

Closing Date: 20 August 2018

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

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

Reference Number 19973

Contact Officer: Miffany Callan medadmin@calvary-act.com.au

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

Emergency Department

Advance Practice Nurse

Registered Nurse Grade 1 \$101,175, Canberra (PN: Several)

Gazetted: 14 August 2018

Closing Date: 20 August 2018

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

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

Reference Number 1993

Contact Officer: Matt Luther matt.luther@calvary-act.com.au

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

Non-Admitted Patient Services

Administration Officer

ASO3.1 – ASO 3.4 \$60,039 - \$64,616, Canberra (PN: Several)

Gazetted: 10 August 2018

Closing Date: 16 August 2018

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

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

Reference Number 20022

Contact Officer: Tristan Snow Tristan.snow@calvary-act.com.au

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

Customer Coordination

Working with Vulnerable People

Assistant Manager

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 19634)

Gazetted: 13 August 2018

Closing Date: 20 August 2018

Details: Access Canberra is looking for a highly motivated and conscientious candidate to fill the role of Assistant Manager within the Working with Vulnerable People team. As Assistant Manager, you will support the Manager and Senior Manager to provide direction and contribute to the overall objectives of the team. This position requires well developed interpersonal and communication skills, the ability to think critically and exercise professional judgement willingness to take responsibility and effectively manage a team. The successful applicant should also be able to work independently and proactively address potential challenges and issues. This role carries a high potential for encountering potentially offensive or traumatic material. By applying for this position, you acknowledge the nature of the material you may be exposed to and indicate you are willing to attend counselling to manage your ongoing mental health.

Eligibility/Other Requirements: A current driver's licence is required. 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: Selection may be based on application and referee reports only.

How to Apply: Interested persons should provide their application addressing the selection criteria and two referee reports.

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

Procurement ACT

Goods and Services Procurement

Procurement Officer and/or Contract Manager

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 17215, several)

Gazetted: 14 August 2018

Closing Date: 28 August 2018

Details: Procurement ACT is seeking applications from highly motivated, conscientious and suitably qualified people to join the Goods and Services Procurement Branch as a Procurement/Contract Officer. You may be a seasoned procurement professional or you may have only limited procurement or contract management experience – but you will have strong core skills which can be successfully applied/transferred to the strategic procurement and contract management environment. We are looking to develop and strengthen both contract management and procurement skills in the Goods and Services Branch. Strong skills in strategic and analytical thinking, stakeholder engagement/management, leadership and project management, communication, negotiation, written and representation skills are needed. You will be self-motivated, responsive, and show initiative, sound judgement, professional resilience and personal drive. You can think on your feet and work effectively under pressure, within tight deadlines and in a changing environment to deliver high-quality advice and outcomes. The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Contact Officer: Brendan O'Brien (02) 6205 8799 brendan.o'brien@act.gov.au

Workforce Capability and Governance

Public Sector Management

Professional Standards Unit

Investigator

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 08553, several)

Gazetted: 13 August 2018

Closing Date: 21 August 2018

Details: The Professional Standards Unit (PSU) is seeking suitably qualified and experienced investigators to join our team. The role of the PSU is to provide advice and assistance to managers, supervisors and employees relating to the investigation process, facilitate formal investigations, gather statistical data, provide reports on investigation processes, gather systemic learnings from the outcome of investigations and provide support to the Public Sector Commissioner as required. The Investigator will assist the Investigations Manager who leads an investigation team that is responsible for providing ACT Government Directorates with workplace related investigation services, in conjunction with broader advice and support to Directorates in accordance with relevant legislation and industrial instruments. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Formal qualifications in Investigations and/or Human Resources related fields is essential.

Note: These are temporary positions available for six months with the possibility of extension. Selection may be made based on application and referee reports only. An order of merit list may be established to fill future temporary vacancies.

How to Apply: Please send a two page application outlining your suitability for the position with a copy of your Curriculum Vitae and details of two referees.

Contact Officer: Natalie Tasker (02) 6205 1708 natalie.tasker@act.gov.au

Finance and Payroll

Shared Services

Debt Management

Debt Management Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 07705)

Gazetted: 15 August 2018

Closing Date: 22 August 2018

Details: Shared Services Debt Management is currently seeking an enthusiastic and organised individual for the role of Debt Management Officer. The position is responsible for delivering efficient, timely collection of territory owed debt, a commitment to quality customer service, a high level of attention to detail, and the ability to exercise sound judgement, flexibility, tact and discretion. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Previous experience in a debt management/recovery role or experience in a complaints, dispute resolution environment would be highly regarded.

How to Apply: Candidates are requested to review the duties outlined in the Position Description and submit a one page application highlighting their skills and experience in the area of debt recovery functions, along with a current Curriculum Vitae.

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

Economic Development

Events ACT

Event Development

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 28836)

Gazetted: 13 August 2018

Closing Date: 20 August 2018

Position Details: Events ACT is recognised as the lead agency for the development and delivery of major, local and community events in Canberra. Reporting to the Director, this position is responsible for the management and delivery of the event development functions of Events ACT – including the annual ACT Event Fund grant round, the Major Event Fund, event sector development initiatives, preparation of major event bid documentation and driving cross-government coordination for key major events that have been secured for Canberra. As a representative of the Senior Management Team you will actively contribute to strategic planning and business planning activities for events and tourism in Canberra. You will work collaboratively across the tourism and events business units, and with the broader Economic Development division to provide high level advice and support. You will have astute business and commercial acumen and will thrive in a fast paced and dynamic work environment. A key strength will be your excellent interpersonal skills and commitment to developing and maintaining excellent internal and external working relationships. Working with the Director you will help lead, develop and work to sustain a positive workplace culture that contributes to the delivery of high quality outcomes. If you are a leader with energy, enthusiasm and initiative, as well as desire to actively contribute to building a high performing team in one of the most exciting business units within the ACT Government then we want to hear from you. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: If this sounds like you, please submit your Curriculum Vitae and a one page pitch telling us why you are the right person for the job.

Contact Officer: Jo Verden (02) 6205 0554 jo.verden@act.gov.au

Access Canberra

Licensing and Registration

Senior Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 40418)

Gazetted: 13 August 2018

Closing Date: 20 August 2018

Details: Are you someone who is looking for a challenge and the chance to “roll up your sleeves”? Do you have a “can do” attitude? Looking for an opportunity to apply your knowledge and skills across varying and complex subject areas? Love the dynamic of an Activity Based Work model? Do you know how to read and interpret legislation? Able to apply a risk based approach to regulation? If your answer is yes, you may be the person we are looking for. Access Canberra is looking for a Senior Manager to contribute to the oversight of liquor and gaming regulation in the ACT. The role has multiple priorities varying from supervision of staff in a fast-paced environment, providing guidance and advice on complex regulatory schemes and the management of ministerial correspondence. The Liquor, Gaming and Hospitality Team are looking for dynamic, flexible, solutions-focused individual to join the team and make some real contributions towards the delivery of regulatory outcomes. Knowledge of the Liquor and Gaming landscape in the Territory would be beneficial however not crucial. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

Contact Officer: Derise Cubin (02) 6205 3732 derise.cubin@act.gov.au

Shared Services

Finance and Payroll Services

Payroll Services

Team Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 09361, several)

Gazetted: 14 August 2018

Closing Date: 28 August 2018

Details: Are you looking for a management role in a fast paced, changing and dynamic environment? If so Payroll Services might be the place for you. The role of the Team Manager is to lead and manage teams to provide effective and efficient payroll services to customers and stakeholders of the ACT Public Service. This is an exciting role that is responsible for the many facets of managing a team in the payroll environment including developing staff, providing the opportunity to demonstrate your strong leadership and management skills and working collaboratively with partners across the ACT Government. Experience and an in-depth understanding of payroll processes and controls; ability to interpret and advise on complex legislation matters; and to work collaboratively with management to develop operational procedures will put you in good stead to succeed in this role. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

How to Apply: If this is the role that you have been waiting for, where both opportunities and challenges are regularly provided then Payroll Services welcomes your claims against the capabilities of the role and asks that you share one of your greatest achievement over the last two years (up to a maximum of two pages) along with your Curriculum Vitae.

Contact Officer: Ceinwyn Whittaker (02) 6207 9891 ceinwyn.whittaker@act.gov.au

Procurement ACT

Goods and Services Procurement

Procurement Officer and/or Contract Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 11740, several)

Gazetted: 14 August 2018

Closing Date: 28 August 2018

Details: Procurement ACT is seeking applications from highly motivated, conscientious and suitably qualified people to join the Goods and Services Procurement Branch as a Procurement/Contract Officer. You may be a seasoned procurement professional or you may have only limited procurement or contract management experience – but you will have strong core skills which can be successfully applied/transferred to the strategic procurement and contract management environment. We are looking to develop and strengthen both contract management and procurement skills in the Goods and Services Branch. Strong skills in strategic and analytical thinking, stakeholder engagement/management, leadership and staff development, project management, communication, negotiation, written and representation skills are needed. You will be self-motivated, responsive, and show initiative, sound judgement, professional resilience and personal drive. You can think on your feet and work effectively under pressure, within tight deadlines and in a changing environment to deliver high-quality advice and outcomes. The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Contact Officer: Michelle Frost (02) 6207 0226 michelle.frost@act.gov.au

Community Services

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

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

Strategic Policy

Service Design, Policy and Accountability

Director, Policy and Service Design

Executive Level 1.3 \$220,110 - \$229,398 depending on current superannuation arrangements, Canberra (PN: E852)

Gazetted: 15 August 2018

Closing Date: 30 August 2018

Details: The Community Services Directorate manages the human services responsibilities of the ACT Government. They lead policy and program delivery for families, children and young people; people with disabilities, culturally and linguistically diverse groups, migrants and refugees; people in need of housing support and assistance; women, veterans and seniors; and Aboriginal and Torres Strait Islander People.

Reporting to the Executive Director, Strategy and Policy, the Director, Policy and Service Design will coordinate whole of Directorate and strategic policy projects and have oversight of inter-governmental strategic policy matters. This is an exciting opportunity to provide strategy support to the Directorate Executive and Ministers' Offices, with particular regard to service reform initiatives.

In this role you will lead policy design, development, implementation and evaluation across the Community Services Directorate and also significantly contribute to whole of ACT Government and inter-governmental initiatives. In addition, you will work in partnership with key stakeholders across the ACT including relationship management with clients, community sector organisations and working with oversight authorities in order to achieve system reform and design work.

To be successful in this role, you will have extensive experience in policy development and service design. You will be politically astute and able to navigate complex stakeholder relationships across government, community groups and peak bodies. In addition, you are a leader with a strong values base who possesses significant intellectual capability with respect to analysis and strategic policy development.

This is an exciting time to have a lasting impact on how human services are delivered across the ACT. A competitive salary and relocation package is on offer for this pivotal role.

Remuneration: The position attracts a remuneration package ranging from \$237,513 to \$247,667 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$184,627.

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.

Interested applicants may apply [here](#). For further information, please contact Chris Morrison from Davidson Executive and Boards on (02) 8093 0632.

Corporate Services

People Management

Executive

Coordination Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 37814)

Gazetted: 14 August 2018

Closing Date: 21 August 2018

Details: Corporate Services is seeking a Coordination Officer who will support the Director, Deputy Director and other Senior Managers in the smooth operation of the People Management Branch. The position requires the exercise of sound judgement, flexibility and highly developed organisational skills with the ability to work with limited direction.

Contact Officer: Christine Murray (02) 6205 0413 christine.murray@act.gov.au

Inclusion and Participation

Office for Disability

Client Support Worker

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 30070)

Gazetted: 13 August 2018

Closing Date: 27 August 2018

Details: The Office for Disability is seeking an experienced Client Support Worker. This person will work with the National Disability Insurance Scheme (NDIA) and service providers to resolve crises and highly complex situations for people with disability. They will ensure that people are connected with mainstream services, for example the health and education systems and the NDIA. The Client Support Worker will ensure everyone is working together behind the scenes and will bring together the expertise, skills and experiences required to support people with intensive support needs. The position requires strong personal values of inclusion and a demonstrated knowledge

of current trends, practices, policies and legislation in relation to supporting people with disabilities in their communities.

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

Note: This is a temporary position available from 3 September 2018 until 28 June 2019 with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Leanne Green (02) 6205 3711 leanne.green@act.gov.au

Corporate Services

People Management

Workforce Development

Digital Support Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 03152)

Gazetted: 14 August 2018

Closing Date: 21 August 2018

Details: The Workforce Development team in Community Services Directorate are seeking a Digital Support Officer. This role is responsible for undertaking critical work to support the Directorate's online information and digital learning through developing digital online resources using film, photography and web design. As part of a team, the Digital Support Officer also assists in the day to day running of the Learning Management System and will regularly undertake assessments of Directorate learning needs and develop appropriate responses and innovative ways of meeting these needs. The successful applicant will demonstrate experience in using a variety of digital audio visual equipment and technology and an ability to meet tight deadlines in delivering projects and deliverables.

Eligibility/Other Requirements: Desirable: Qualifications and experience in Adult Education such as Certificate IV in Training and Assessment. Experience using Adobe CS6 suite or higher; Web design, HTML, CSS3 and skills in responsive web development and design.

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

Contact Officer: Luke Drady (02) 6207 1061 luke.drady@act.gov.au

Inclusion and Participation

Office for Multicultural Affairs

Policy Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 36575)

Gazetted: 09 August 2018

Closing Date: 23 August 2018

Details: The Office for Multicultural Affairs is seeking a Policy Officer to contribute to the development of sound policy and program advice supporting the ACT Government's commitment to an inclusive city for all Canberrans.

Note: This position may be required to work afterhours, on-call and on weekends in accordance with Enterprise Agreement provisions. Educational, suitability and professional qualification checks may be carried out prior to employment.

Contact Officer: Michelle Bamford (02) 6205 2633 michelle.bamford@act.gov.au

Children, Youth and Families

Business Support

Communications Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 11297)

Gazetted: 09 August 2018

Closing Date: 23 August 2018

Details: The Business Support team is seeking a dynamic individual who will be responsible for monitoring and evaluating the quality of communication materials within Children, Youth and Families (CYF) and between CYF and

community and government agencies. The position will focus on improving and strengthening internal and external communication and will be the central mechanism for communications management within Children, Youth and Families.

Eligibility/Other Requirements: Experience in providing high level communications in a community services environment. A sound knowledge and understanding of the social and economic issues affecting children, young people and their families within the ACT Government. A current driver's licence is required.

Contact Officer: Alison Grace (02) 6205 3711 alison.grace@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

System Policy and Reform

Early Childhood Policy and Regulation

Early Childhood Policy

Project/Policy Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 41165)

Gazetted: 13 August 2018

Closing Date: 27 August 2018

Details: The Early Childhood Policy team are seeking an Administrative Services Officer 6 to join them in working on the development of an Early Childhood Strategy for the ACT. The position offers the opportunity to work on strategic policy development for early childhood education and care, in a fast paced and collaborative environment. This is a project and policy based position, requiring demonstrated expertise in policy review and analysis, communication strategies targeted to specific audiences and purposes, high level organisational skills, partnership building, and governance structures.

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 12 months with possibility of extension and/or permanency. An order of merit may be established to fill future vacancies at level over the next 12 months.

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than four pages, outlining experience and/or ability across the Selection Criteria, contact details of at least two referees and a current Curriculum Vitae.

Contact Officer: Sybilla Meeth (02) 6205 3619 sybilla.meeth@act.gov.au

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

System Policy and Reform

Strategic Policy

Project Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 33848)

Gazetted: 09 August 2018

Closing Date: 16 August 2018

Details: Applications are sought for a Project Officer in the Strategic Policy branch within the Education Directorate. The successful occupant will provide sound advice, resource management and practical support for a small, diverse team. A breadth of skills, ranging from communications skills to financial management are welcomed.

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

Contact Officer: Coralie McAlister (02) 6207 5520 coralie.mcalister@act.gov.au

School Performance and Improvement

South and Weston Network

Forrest Primary School

School Assistant 3 - Forrest Primary School

School Assistant 3 \$51,053 - \$54,947, Canberra (PN: 37169)

Gazetted: 09 August 2018

Closing Date: 23 August 2018

Details: Forrest Primary School is an International Baccalaureate School with 540 students. The School Assistant 3 works independently under the supervision of the Business Manager and as a team member. The Officer is required to undertake the full process of A-E Reports, enrolments, receipting including Quickweb, ordering of Office Max supplies and creating the following year's classes. A school environment is dynamic, therefore tasks may change at the discretion of the immediate supervisor or principal and the successful officer needs to be flexible to work with change. Applicants are strongly encouraged to contact the Contact Officer regarding this position.

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

Contact Officer: Ann Hayres (02) 6142 1483 ann.hayres@ed.act.edu.au

School Performance and Improvement

North/Gungahlin

Majura Primary School

School Secretary - Majura Primary School

School Assistant 2 \$45,058 - \$49,757, Canberra (PN: 31152)

Gazetted: 15 August 2018

Closing Date: 22 August 2018

Details: Majura Primary School is looking for applications from suitable candidates for their busy front office. You will need to be a highly motivated person with sound School Administration System (SAS) and MAZE experience; have excellent customer service skills, be able to work flexibly and effectively as part of a team. You will also be required to provide administrative and some Information Technology (IT) support to staff throughout the school. This position involves close daily contact with students, staff, parents and the school community.

Eligibility/Other Requirements: The successful applicant must possess excellent communication and customer service skills and have the ability to work within a busy work environment that has competing demands. 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 until to 21 December 2018 with the possibility of extension.

Contact Officer: Emma Aschenberger (02) 6142 3140 emma.aschenberger@ed.act.edu.au

Business Services

Governance and Community Liaison

Governance and Legal Liaison

Manager Freedom of Information and Open Access

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 11810)

Gazetted: 15 August 2018

Closing Date: 22 August 2018

Details: The successful applicant will be responsible for the management of requests under Freedom of Information legislation and the oversight of the Directorate's Open Access Information Scheme. This will include support for Information Officers and advice for the Directorate's executive. In addition the successful applicant will be required to provide advice to senior Directorate and school leaders on other matters including school board governance.

Contact Officer: Anne Siripol (02) 6205 9151 anne.siripol@act.gov.au

Service Design and Delivery

Student Engagement

Policy and Projects- Off

Executive Teacher of Off Campus Flexible Learning Program

School Leader C \$117,515, Canberra (PN: 02270)

Gazetted: 15 August 2018

Closing Date: 31 August 2018

Details: Student Engagement is seeking an experienced, skilled and dynamic teacher to work as part of the multidisciplinary team in the new Off Campus Flexible Learning Program. The Off Campus Flexible Learning Program has been designed to be a future focused learning program for young people in Years 7 – 10 that will deliver holistic, trauma informed education, particularly for those students with complex needs. The Program will commence in Term 4, 2018. Student Engagement is recruiting members of the multidisciplinary team this term so that they can join the Project Team and assist in the final stages of the establishment phase.

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

Note: This is a temporary position available until 26 January 2021.

Contact Officer: Jackie Vaughan (02) 6142 3162 jackie.vaughan@ed.act.edu.au

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

System Policy and Reform

Early Childhood Policy and Regulation

Early Childhood Policy

Senior Policy Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40366)

Gazetted: 13 August 2018

Closing Date: 27 August 2018

Details: The Early Childhood Policy team are seeking an experienced Policy Officer to join them in the design, development and implementation of an Early Childhood Strategy for the ACT. The position offers the opportunity to work on strategic policy development for early childhood education and care, in a fast paced and collaborative environment. To be successful in this role you will have demonstrated experience in stakeholder engagement and consultation, strategic communication, and policy development. Experience in policy design and implementation within the context of government, education or early childhood education will be highly regarded.

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 12 months with possibility of extension and/or permanency. An order of merit may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Sybilla Meeth (02) 6205 3619 sybilla.meeth@act.gov.au

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

Environment, Planning and Sustainable Development

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

Planning Policy

Planning Investigations

Design Review Coordinator/Urban Designer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 41191)

Gazetted: 15 August 2018

Closing Date: 31 August 2018

Details: The Planning Policy Division in the Environment, Planning and Sustainable Development Directorate is seeking a highly motivated and enthusiastic individual to fill the role of Design Review Coordinator/Urban Designer. The Planning Policy Division is the secretariat for the management of the newly established National Capital Design Review Panel (NCDRP), which is a joint initiative between the ACT Government and the National Capital Authority to provide a city-wide peer review process for Canberra. The Division also has responsibility for the development of city-wide urban land policies that underpin planning for the future urban growth, land supply, planning for major infrastructure for future urban areas and the character and structure of our city. This role will require you to coordinate and administer the NCDRP program, including effectively managing the calendar of design review sessions, correspondence, site visits and meetings with panel members, liaising with design teams, key decision makers and panel chairpersons. The position will also require you to prepare tailored design advice and feedback, to ensure the NCDRP delivers excellent value for projects. Working as part of an interdisciplinary team, candidates should have well developed written and oral communication skills to engage with a range of external stakeholders and demonstrated experience in providing clear and concise documentation to consistently meet government goals and objectives within tight timeframes.

Eligibility/Other Requirements: Tertiary qualifications in Architecture, Urban Design, Landscape Architecture, Urban Planning, or another relevant professional area is highly desirable.

Note: An order of merit may be established to fill future vacancies at level over the next 12 months. 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: Ben Riches (02) 6207 1836 ben.riches@act.gov.au

Environment

ACT Parks and Conservation Services

Community and Visitor Programs

Park Care Ranger

Technical Officer Level 3 \$69,148 - \$78,145, Canberra (PN: 09898)

Gazetted: 13 August 2018

Closing Date: 28 August 2018

Details: ACT Parks and Conservation Service (PCS) is looking for an enthusiastic, community driven individual to join the Community and Visitor Programs team and lead a passionate team of volunteers to plan and execute a range of conservation and land management activities. The ParkCare Ranger gets the opportunity to join a creative, fun, fast paced team within PCS and a chance to work with staff and volunteers throughout the ACT. We are looking for someone who is able to provide practical/on-ground assistance to volunteers and staff throughout the Canberra Nature Park, and other areas of the Parks estate. You'll get the chance to support existing volunteer activities, and also to drive the Ranger Assist stream of ParkCare. You'll be able to mobilize and include the community in a diverse range of volunteering activities. The main duties of the position include the development of annual work plans for volunteer groups and supervising and enriching on-ground volunteer activities. This includes conducting induction sessions and skills training with volunteers, addressing volunteer needs and

inquiries and ensuring volunteer activities are consistent with the ACT Parks and Conservation Service Volunteer Policy 2018. If you have the practical on ground skills and are excited about making a difference to the environment and also the community- then you might just be our next ParkCare Ranger!

Eligibility/Other Requirements: Applicants must: Be physically able and willing to undertake incident management duties, including participation in fire standby, fire suppression and fire training; be prepared to wear a uniform and possess a manual drivers' licence.

Note: This is a temporary position available from 15 September 2018 up to six months with the possibility of extension and/or permanency.

Contact Officer: Alison McLeod (02) 6205 7384 alison.mcleod@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

Surgery and Oral Health

Surgical Administration

Director of Nursing

Registered Nurse Level 5.5 \$156,066, Canberra (PN: 12127)

Gazetted: 16 August 2018

Closing Date: 30 August 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Surgery and Oral Health is responsible for delivering inpatient and outpatients surgical services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Department of Anaesthesia and Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. Overview of the work area and position: The Director of Nursing – Division of Surgery contributes to the overall vision and strategic planning of the service as well as ensuring that the clinical services delivered meet the high standards that are expected. The successful applicant will be able to demonstrate the ability to provide direction and leadership for nursing services in a complex service delivery environment that is staffed by multidisciplinary teams. Excellent communication skills are essential to this position as is an ability to engage with stakeholders and develop partnerships.

Eligibility/Other Requirements: Mandatory: Be registered or have applied for registration with the Australian Health Practitioner Regular Agency (AHPRA). Desirable: Post graduate qualifications in Advanced Nursing or related field. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. A Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases will be required prior to a formal offer of employment being made.

Note: This is a temporary position available from September 2018 until January 2019. Selection maybe based on application and referee reports only. An order of merit will be established for filling temporary positions at level within the next 12 months from this process.

Contact Officer: Shannon Dougan (02) 6244 3515 shannon.dougan@act.gov.au

Canberra Hospital and Health Services

Business Support Services

Women, Youth and Children

Director of Allied Health

Health Professional Level 6 \$137,415, Canberra (PN: 41078)

Gazetted: 16 August 2018

Closing Date: 30 August 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. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for CHHS is to ensure the delivery of ACT Health's Territory Wides Services Framework, the ACT Health Quality Strategy and government priorities. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: Division of Women, Youth and Children (WYC): The Division provides health services to children, young people, families and women in the ACT and surrounding regions. Staff work in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. Services are delivered across acute, sub-acute and community-based settings including people's homes. These services include: Child at Risk Health Unit; Women's Health Service; Early Parenting Counselling Service; Allied Health services including Nutrition, Physiotherapy and Orthoptics; Sonography; Genetic counselling; Play therapy; Neonatal Hearing Screening. WYC Director of Allied Health: The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and relevant professional discipline Code of Conduct. The position will be accountable to the WYC Executive Director and in keeping with the value of collaboration, will operate in a partnership model with other members of the Executive of the Division. The Director of Allied Health will work in collaboration with Allied Health Leaders to provide professional governance for Social Workers, Psychologists, Counsellors, Genetic Counsellors, Dietitians, Physiotherapists, Sonographers, Orthoptists and any other Allied Health professionals and technical officers within the Division. They will report professionally to the Chief Allied Health Officer (CAHO). The Director will also be responsible for the operational management of the genetic counselling team and other designated allied health professions as determined by the Executive Director.

Eligibility/Other Requirements: Mandatory: Qualifications are dependent on the applicant's professional group. Holding a Degree or Diploma in an Allied Health profession is essential. Where applicable, the applicant must be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Post graduate qualifications in Management/Administration; current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

This is a part-time permanent position available at 19:00 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Elizabeth Chatham (02) 6174 7389 elizabeth.chatham@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Administration

Assistant Director of Nursing, Surgical Bookings and Pre Admission Clinic Registered Nurse Level 4.3 \$130,586, Canberra (PN: 27899)

Gazetted: 16 August 2018

Closing Date: 30 August 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. Overview of the work area and position: The Assistant Director of Nursing (ADON) Surgical Bookings and Pre Admission Clinic holds a senior nursing leadership position within the Division of Surgery and Oral Health. The ADON manages Surgical Bookings and Pre admission Clinic, which includes the Elective Surgery Waiting List. The ADON is responsible for the physical, fiscal and human resources and the provision of patient centred nursing care in Surgical Bookings and Pre Admission Clinic.

Eligibility/Other Requirements: Mandatory: Be registered or have applied for registration with the Australian Health Practitioner Regular Agency (AHPRA). Desirable: Post graduate qualifications in advanced nursing or related field

Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases

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

Contact Officer: Cathy Burns (02) 6244 3275 catherine.burns@act.gov.au

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Rehabilitation, Aged and Community Care Nursing

Nurse Practitioner (Aged Care)

Registered Nurse Level 4.2 \$122,486, Canberra (PN: 05083)

Gazetted: 16 August 2018

Closing Date: 30 August 2018

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key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. The ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra will open in July 2018. 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. The Aged Care Nurse Practitioner will support the Assistant Director of Nursing (ADON UCH) and Director of Nursing (DON) in providing a comprehensive Nurse Practitioner service to aged care inpatients, outpatients and patients in the community setting under the clinical governance of the Director of Geriatric Medicine. This position will be based primarily at Canberra Hospital with some Aged Care Nurse Practitioner services provided at University of Canberra Hospital (UCH) in Bruce ACT.

Eligibility/Other Requirements: Mandatory: Be registered or be endorsed or eligible for endorsement as a Nurse Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA); current driver's licence. Desirable: Extensive clinical experience in Aged Care. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Bianca Gonzales (02) 6244 4144 bianca.gonzales@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Women and Babies

Nurse Manger

Registered Nurse Level 3.2 \$114,377, Canberra (PN: 22175)

Gazetted: 16 August 2018

Closing Date: 30 August 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: Paediatrics at the Centenary Hospital for Women and Children provides holistic, evidence based quality health care and advocacy for all children and adolescents up to their 16th birthday in the ACT and surrounding areas. The service is child and family centred, as we understand that the family is central to the successful delivery of health care. As the Nurse Manger you will provide contemporary management and leadership for nursing staff within the Paediatric Unit. In the role you will contribute to planning and resources allocation to ensure achievement of objectives and demonstrate a flexible approach to supporting work life balance for staff.

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

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

Contact Officer: Donna Cleary (02) 6174 7395 donna.cleary@act.gov.au

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Justice Health Services

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

Gazetted: 16 August 2018

Closing Date: 30 August 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 Mental Health, Justice Services and Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within ACT Health and 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: Rehabilitation and Specialty Mental Health Services; Adult Acute Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Adult Community Mental Health Services; Justice Health Services. Overview of the work area and position: The Justice Health Services, Dhulwa Mental Health Unit (DMHU) and the Extended Care Unit (ECU) provides high quality inpatient mental health care to people from 18 to 65 years of age. The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services. The ECU is a specialist mental health facility adjacent to Calvary Hospital in Bruce. The ECU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The ECU provides a range of contemporary, community focused rehabilitation interventions, programs and services. DMHU offers 10 acute care beds and 15 rehabilitation beds and the ECU has 5 beds for community transition. Both units are managed by the Justice Health Services (JHS) program in the MHJHADS Division. At this level it is expected that you will provide high level clinical leadership and guidance to the nursing workforce, as well provide clinical support to assist in the clinical nursing care, treatment and recovery of people within a therapeutic environment. You will provide regular input into, and form an integral part of the multidisciplinary team and apply quality improvement processes to the therapy program undertaken within both units. All team members are required to undertake professional development and supervision and participate in quality initiatives. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); minimum of three years' nursing experience within a forensic, acute or mental health environment; hold a Certificate IV in Workplace Training and Assessment or equivalent qualification in assessment and work-based training; current driver's licence. Desirable: Postgraduate qualification in Nursing or Clinical Education. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU). Contact Officer: Tash Lutz (02) 6207 9439 tash.lutz@act.gov.au

Canberra Hospital and Health Services

Medicine

Gastroenterology and Hepatology

Registered Nurse (Inflammatory Bowel Disease Clinic)

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 29110)

Gazetted: 16 August 2018

Closing Date: 30 August 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 Gastroenterology and Hepatology Unit (GEHU) is based at The Canberra Hospital campus and provides the following endoscopic services for both inpatients and outpatients: Gastroscopy; colonoscopy; bronchoscopy; endoscopic ultrasound; ano-rectal manometry services. The unit performs approximately 6000 procedures per year. The unit also provides an outpatient clinical service for patients with either inflammatory bowel disease (IBD), hepatological or general gastrointestinal conditions. The Inflammatory Bowel Clinic, within the Department of Gastroenterology and Hepatology, is responsible for the care of patients with inflammatory bowel disease. Registered nurses employed in the clinic work as part of a multidisciplinary team to provide patient centred care to individuals and their families who are affected by inflammatory bowel disease.

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

Notes: This is a part-time permanent position available at 32:00 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Cristee Cruz (02) 6244 3977 cristee.cruz@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Staff

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22430)

Gazetted: 16 August 2018

Closing Date: 30 August 2018

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the chronic pain team health professional and/or acute pain anaesthetic team to ensure the individual's pain management is safe and effective. The chronic pain service is in an adult outpatient based clinic and based on active self-management strategies. The Acute Pain Service is an adult and paediatric inpatient based service reviewing CHHS inpatients as required. Providing education in both acute and chronic pain is an essential part of this role and the successfully applicant will need to be able to present to groups of health professional and patients.

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

Contact Officer: Rowena Kilpatrick-Lewis (02) 6244 3055 rowena.b.kilpatrick-lewis@act.gov.au

Canberra Hospital and Health Services

Medicine

Cardiology

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 23170)

Gazetted: 16 August 2018

Closing Date: 30 August 2018

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Eligibility/Other Requirements: Mandatory: Registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Minimum three years post registration experience including acute care and previous experience in Cardiac Catheter Laboratory nursing. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Alison Baldwin (02) 6244 3691 alison.baldwin@act.gov.au

Canberra Hospital and Health Services

Medicine

Medical

Bariatric Surgery Coordinator

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 18301)

Gazetted: 16 August 2018

Closing Date: 30 August 2018

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Eligibility/Other Requirements: Mandatory: Be registered or eligible for registration as a nurse or allied health professional with the Australian Health Practitioner Regulation Agency (AHPRA) or for self-regulated allied health professionals, appropriate tertiary qualifications and eligibility for professional membership of the relevant allied health professional association; current driver's licence. Desirable: Tertiary qualifications in Nutrition and Dietetics and prior project management and implementation experience. 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; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Alison Lancaster (02) 6244 2911 alison.lancaster@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Service

Clinical Psychologist (Paediatrics)

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 20733)

Gazetted: 16 August 2018

Closing Date: 30 August 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. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital

care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: The Psychology team in Acute Support provides evidence based care to inpatients and outpatients across four divisions of CHHS. The team consists of Clinical Psychology and Clinical Neuropsychology roles. The successful candidate will be responsible for providing clinical assessment and intervention services to patients of the 'Paediatrics at the Centenary Hospital '(PatCH) service. The Paediatric Service at the Centenary Hospital for Women and Children provides holistic, evidence based quality care and advocacy for all children and adolescents in the ACT and surrounding areas with acute and chronic health needs. The position will report to the Manager of Acute Support Psychology. Clinical supervision will be negotiated with the Acute Support Psychology Manager.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in Clinical Psychology; General registration with the Psychology Board of Australia; area of Practice Endorsement in Clinical Psychology or currently undertaking the registrar program for Area of Practice Endorsement in Clinical Psychology (at least 12 months into the registrar program); current driver's licence. Desirable: Eligibility for (or willingness to work towards) gaining approval as a Psychology Board of Australia Approved Supervisor for Higher Degree students, and Principal Supervisor for Registrar Program in Clinical Psychology. 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). Contact Officer: Elissa Jacobs (02) 6244 2045 elissa.jacobs@act.gov.au

Corporate

Business Support

University of Canberra Hospital - Facilities Management

Contract Administrator and Finance Support Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 10949)

Gazetted: 16 August 2018

Closing Date: 23 August 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: This role is key to delivering the smooth integration, and ongoing contract administration of the University of Canberra Hospital Facilities Management contract within ACT Health. Reporting to the University of Canberra Facilities Manager, this position is responsible for supporting the management of University of Canberra Hospital Facilities Management services. The Contract Administrator and Finance Support Officer will provide administrative support in the management of performance based contracts and other facilities management services. The role is responsible for overseeing the financial administration of University of Canberra Hospital facilities management services.

Eligibility/Other Requirements: Contract administration experience and relevant accounting or financial management qualifications, or equivalent experience is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment National Police check.

Contact Officer: Julie Wood (02) 6142 7810 julie.wood@act.gov.au

Canberra Hospital and Health Services
Mental Health, Justice Health and Alcohol and Drug Services
Allied Health Central Management
Aboriginal Liaison Officer
Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 20154)

Gazetted: 16 August 2018

Closing Date: 30 August 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) is a Division of ACT Health. MHJHADS provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services; Dhulwa Mental Health Unit; Justice Health Services, and Rehabilitation and Specialty Mental Health Services. Overview of the work area and position: The successful candidate will provide appropriate consultation, support, liaison, and culturally appropriate and responsive care to Aboriginal and Torres Strait Islander people with mental health, drug and alcohol, and physical health issues, their families, and community agencies. The Aboriginal and Torres Strait Islander Liaison Officer (ALO) will also participate in quality initiatives to promote optimal service delivery, in particular to the Aboriginal and Torres Strait Islander community.

The service responsibilities of the Aboriginal Liaison Officer (ALO) are ACT wide and encompass all age groups and all settings where mental health, alcohol and drug and justice health services are delivered in the ACT, including the Correctional Facilities (Alexander Maconochie Centre, Dhulwa Mental Health Unit, Bimberi Youth Detention Centre and the Periodic Detention Centre), Canberra Hospital, Brian Hennessy Rehabilitation Centre and Community Health Centres. The ACT Public Service offers a local Aboriginal and Torres Strait Islander employee network (Murranga Murranga) along with ACT Health's Aboriginal and Torres Strait Islander Health Workforce Support Network.

Eligibility/Other Requirements: Mandatory: Knowledge of local Aboriginal and Torres Strait Islander communities and health issues; Certificate IV in Mental Health and/or Alcohol or Other Drug Skill training qualification (or equivalent) or a willingness to undertake such studies; a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: 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 confirmation may be requested.

Contact Officer: Sarah Miller (02) 6205 4808 sarah.miller@act.gov.au

Clinical Psychology Registrar

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 18485, several)

Gazetted: 16 August 2018

Closing Date: 23 August 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 is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework.

Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of 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. An exciting opportunity exists for a clinical psychology registrar to join the friendly and supportive Psychology and Counselling team in the Division of Rehabilitation, Aged and Community Care (RACC). Our team consists of Clinical Neuropsychology, Clinical Psychology, and Rehabilitation Counsellor Positions. We work closely with our multidisciplinary colleagues and have a pivotal role in promoting client centred outcomes across the inpatient and outpatient settings. The successful applicant will provide high quality psychological services across the RACC inpatient and outpatient settings. Services include assessment, feedback, provision of reports, cognitive remediation, service improvements, and education of clients and staff, as required. The caseload consists of: Rehabilitation (e.g. for adult clients post stroke, amputees, reconditioning); Older adults, including falls clinic; and Inpatients and outpatients (through the Community Rehabilitation Team) Supervision is available for the PBA registrar program. Supervision is provided by a Senior Clinical Psychologist who is a Psychology Board of Australia (PBA) approved supervisor for Clinical Psychology Area of Practice Endorsement. 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 overall functions of the Clinical Psychology Registrar will: Promote positive client outcomes through the provision of high quality clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team; Provide individual or group service delivery; Perform normal professional work under general professional guidance; May perform novel, complex, critical or difficult tasks with professional supervision; and Participate in the supervision and training of other staff, as directed.

Note: This is a temporary position available for a period of 12 months. This position may be required to participate in an overtime, on call, and/or rotation roster

Contact Officer: Sean Hambrook (02) 5124 0076 sean.hambrook@act.gov.au

Canberra Hospital and Health Services

Critical Care

Critical Care Admin

Data and Administration Support Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 29515)

Gazetted: 16 August 2018

Closing Date: 30 August 2018

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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 Division of Critical Care is responsible for delivering acute and critical care and providing retrieval services. These are provided as inpatient and outpatient services at Canberra Hospital, with a strong emphasis 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. Overview of the work area and position: The Critical Care Data and Administration Support Officer is responsible for the provision of administrative support and data entry tasks for the Capital Region Retrieval Service (CRRS) and the Medical Emergency Team. The CRRS is a branch of ACT Health that operates out of CHHS and is responsible for providing the medical crewing of the SouthCare Rescue Helicopter; clinical governance; training of registrars in Retrieval Medicine; and co-ordination of all transfers of critically ill patients throughout the ACT and Southern NSW. The CRRS also provides an advice and telemedicine service to the Southern NSW hospitals. The medical crew are highly skilled Emergency, Intensive Care and Anaesthetic consultants and senior registrars. The Medical Emergency Team (MET) provide emergency response and management of deteriorating patients throughout the Canberra Hospital and across the wider campus area. Data generated from this activity is collected, validated and reports generated to inform clinical practice. MET data is also used for research and other quality improvement activities. Divisional administrative and data support tasks include daily management of the CRRS office, data entry for the CRRS and MET, minute taking, travel bookings, and human resource processes related to the medical staff within the CRRS. This position reports to the Operations Manager, Division of Critical Care and will work very closely with the Director and Deputy Director of the CRRS and the MET Clinical Nurse Consultant and Clinical Development Nurse. Eligibility/Other Requirements: Desirable: Experience in the use of ACT Health Information Technology (IT) systems; data management experience which include accurate data entry and quality data checking. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Note: This is a temporary position available for a period of six months with the possibility of extension and/or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months. Contact Officer: Tracy Hutchins (02) 6244 4500 tracy.hutchins@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Community Health Program

MACH Scholarship Positions

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 28300, several)

Gazetted: 16 August 2018

Closing Date: 30 August 2018

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in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: ACT Health promotes a learning culture and is providing an exciting opportunity for three Registered Nurses to undertake a Graduate Diploma of Child and Family Health whilst working part time in the Maternal and Child Health (MACH) service. This is the third year of the program and it aims to develop a sustainable pathway for Registered Nurses to undertake tertiary study while obtaining relevant work experience leading to a work ready experienced MACH workforce upon graduation. Maternal and Child Health nurses support the National Framework for Universal Child and Family Health services. MACH Nurses adhere to the Competency Standards (Victoria). These domains are: Legal, professional and ethical practice; promotion of child and family health and wellbeing through knowledge and practice; promotion of maternal and child health within the context of public health policy; knowledge development and research. Maternal and Child Health (MACH) nurses support families by working in the model of Family Partnership to provide support, information and health advice within a multidisciplinary context. MACH Services are delivered across ACT from health centre locations to outreach clinic sites.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); hold a minimum one year full time equivalent post graduate nursing experience preferably with recent clinical experience in a relevant clinical area for example midwifery (highly desirable), paediatrics, neonatal nursing, or primary health care; be willing and eligible to enrol in the graduate diploma of Child and Family Health with our Child and Family Health partnership university; current driver's licence. Desirable: International Board Certified Lactation Consultant. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for a period of 12 months with the possibility of extension. This is a part-time permanent position available at 24:00 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Louise Murphy (02) 6207 9918 louise.murphy@act.gov.au

Canberra Hospital and Health Services
Cancer, Ambulatory and Community Health Support
Cancer Allied Health
Social Worker

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 21036)

Gazetted: 16 August 2018

Closing Date: 30 August 2018

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The Cancer, Ambulatory and Community Health Division is responsible for the care and support of patients who have cancer. Multidisciplinary care and support services are provided for the Canberra and Southern NSW communities at the Canberra Region Cancer Centre and within Ward 4A and Ward 14B at the Canberra Hospital. The Canberra Region Cancer Centre is a world class healthcare facility that brings together cancer treatment and related services that are provided by Medical Oncology, Radiation Oncology, Haematology and Immunology. The care and support of our patients is central to everything we do at the Canberra Region Cancer Centre. Patient-centred care is provided by teams working in an integrative and collaborative manner across services to support patients, carers and families with safe and high quality services. Services are provided within a culturally safe environment and are efficient and flexible. Overview of the work area and position: The Cancer Psychosocial

Service is located in the Canberra Region Cancer Centre (CRCC). This service provides multidisciplinary psychosocial care to patients and their families or carers who attend the Canberra Region Cancer Centre, or who have been admitted into Ward 4A or Ward 14B. Working closely with other disciplines in the CRCC and the wards in Canberra Hospital, the Cancer Psychosocial Service provides leadership in psychosocial care of patients and their families or carers. Services include facilitation of access to resources, responding to crisis, counselling, palliative care and bereavement issues, staff consultation and in-services. Under the direction of the Manager, Cancer Psychosocial Service, the Social Worker is responsible for promoting positive client outcomes through the provision of high quality counselling, assessment and care planning interventions as part of a multidisciplinary team. The Social Worker is required to have an understanding of issues relating to oncology and the impact of cancer on a person and their family/carer, including adjustment to the changes and challenges of a cancer diagnosis and its treatment for patients and families and grief, loss and bereavement counselling and will demonstrate a commitment to working within an Interprofessional environment.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications in Social Work. Be registered (or be eligible for registration) with the Australian Association of Social Workers (AASW). Minimum one year post graduate experience post degree qualification in Social Work. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Comply with ACT Health credentialing and scope of clinical practice requirements for allied health. Desirable: Previous experience in an Oncology and/or Hospital based social work practice.

Note: This is a temporary position available for a period of 12 months with the possibility of extension. This position(s) may be required to participate in overtime, on call and/or rotation roster.

Contact Officer: Brian Lawless (02) 6174 8540 brian.c.lawless@act.gov.au

Canberra Hospital and Health Services Medicine

Acute Support Services

Occupational Therapist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 20866)

Gazetted: 16 August 2018

Closing Date: 30 August 2018

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within a designated caseload area. Through your work you will also assist in meeting the caseload requirements of the broader Occupational Therapy Team. Working with us you will have peer support from an experienced team of clinicians and provided with direct clinical supervision from a designated senior Occupational Therapist or the Department Manager at this level. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and the 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. The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of ACT Health's network of health facilities designed to meet the needs of our growing and ageing population.

Eligibility/Other Requirements: Mandatory: Be registered with the Australian Health Practitioner Regulation Agency (AHPRA). Tertiary qualifications or equivalent in Occupational Therapy and eligibility for membership of Occupational Therapy Australia. Hold a current driver's licence. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU). Comply with ACT Health credentialing requirements for allied health professionals.

Note: Please see the position description and selection criteria for detailed information. There are permanent and temporary positions available. The temporary position is available for a period of 12 months with the possibility of extension. This position(s) maybe required to participate in overtime, on call and/or rotation roster. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Domenico Tripodi (02) 6244 3282 domenico.tripodi@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Older Persons Community Mental Health Team

Allied Health Assistant

Allied Health Assistant 3 \$61,115 - \$67,825, Canberra (PN: 40885)

Gazetted: 16 August 2018

Closing Date: 30 August 2018

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position: The Older Persons Mental Health Community Team is a specialist mental health assessment and care service for people over the age of 65 years who have, or are suspected of having, a complex mental illness. The multidisciplinary team works within a clinical management model to provide mental health assessment and treatment services within a recovery framework. The Team consists of three sub-teams, the Assessment Team, the Clinical Management Team and the Intensive Treatment Service. The Assessment Team is responsible for the management of referrals; providing initial assessments, identification of treatment goals and short term treatment. The Clinical Management Team provides longer term follow up to people who present with moderate to severe complexities. The Intensive Treatment Service provides a home based service to people who are in an acute phase of their mental health condition, as an alternative to a mental health inpatient admission. The Allied Health Assistant Level 3 works across all sub-teams but is primarily based within the Intensive Treatment Service. At this level, the Allied Health Assistant Level 3 works under minimal or remote supervision of an allied health professional on the team and is able to organise their own workload and set priorities. As a Level 3, the Allied Health Assistant will have advanced skills and knowledge and be expected to identify client circumstances that require additional input from an allied health professional, including suggesting appropriate interventions. The Allied Health Assistant Level 3 will provide assessment and interventions with a focus on supporting the person to maintain or regain functional capacity across a range of Activities of Daily Living related to the person's mental illness.

Eligibility/Other Requirements: Mandatory: Certificate IV in Allied Health Assistance or recognized equivalent. Current driver's licence. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals. Desirable: Experience working with people with a mental illness or disorder in a community setting.

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

Canberra Hospital and Health Services

Clinical Support Services

Clinical Records Unit

Clinical Records Officer

Administrative Services Officer Class 2/3 \$52,991 - \$64,616, Canberra (PN: 21647)

Gazetted: 16 August 2018

Closing Date: 30 August 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 Clinical Record Service (CRS) is primarily responsible for the management and storage of the centralised ACT Health clinical record. The community-based Clinical Records Unit (CRU) is a sub unit of the Clinical Records Service. The unit is responsible for managing clinical records for community-based services across several divisions. This includes tracking records to and from various sites and scanning records into the clinical record information system (scanning solution). The community-based Clinical Records Unit are seeking an experienced and highly motivated clinical records administration officer to join our team. The successful applicant will have demonstrated ability to work with an electronic patient information system and storage and retrieval system for clinical records, in addition to excellent communication skills, attention to detail, and the ability to work individually and as part of a team.

Eligibility/Other Requirements: To be successful in this position, it is expected that the successful candidate will have the following attributes: Previous experience working in a clinical record department, medical practice or similar health environment. Ability to work within a team environment as well as independently with minimal supervision. Highly motivated with strong organisational skills and excellent attention to detail. Well-developed interpersonal and communication skills. Sound keyboard skills and the ability to use health based Information Technology (IT) systems. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary full-time position available for a period of six months with the possibility of extension and/or permanency. This position is currently based in the Canberra CBD. An order of merit may be established

from this process to fill future temporary and or permanent vacancies (full or part time) at this level over the next 12 months.

Contact Officer: Jodie Mackenzie (02) 6205 7369 jodie.mackenzie@act.gov.au

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

Allied Health Assistant 2 \$50,040 - \$57,369, Canberra (PN: 32938)

Gazetted: 16 August 2018

Closing Date: 30 August 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. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of ACT Health's network of health facilities designed to meet the needs of our ageing and growing population. RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health. ACT Health is a values-led Directorate. Overview of the work area and position: Community Care Occupational Therapy services are offered from community health centres and in patient homes across the ACT. The service provides assessment and intervention relating to assistive technology and home modifications for patients aged 18+ years. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. Community Care Occupational Therapy also provides services for the National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele. Under the direct or indirect supervision of an Allied Health Professional, the Occupational Therapy Allied Health Assistant will play a key role in the day to day functioning of the Community Care Occupational Therapy team, including but not limited to: delivering and setting up assistive technology in client homes as well as following up these devices, provision of educational materials as determined by the supervising clinician, assisting with intake and clinic management, management of day-to-day duties at the Independent Living Centre, computer-based data entry and clinical files documentation.

Eligibility/Other Requirements: Mandatory: Certificate IV in Allied Health Assistance (Occupational Therapy) or recognized equivalent. Desirable: Current driver's licence and experience working with participants in a community setting. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; if practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for a period of six months with the possibility of extension. An order of merit list may be established to fill future vacancies at level over the next 12 months.
Contact Officer: Dominic Furphy (02) 6205 1224 dominic.p.furphy@act.gov.au

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

Nutrition Assistant

Allied Health Assistant 2 \$50,040 - \$57,369, Canberra (PN: 39788)

Gazetted: 16 August 2018

Closing Date: 30 August 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 is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of 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 rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of ACT Health's network of health facilities designed to meet the needs of our ageing and growing population. RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health. ACT Health is a values-led Directorate. Overview of the work area and position: Community Care Nutrition services are offered from community health centres and in patient homes across the ACT. The Community Care Nutrition service offers dietary assessments, advice and counselling for nutrition related needs that are associated with medical conditions such as: advanced and end stage renal failure, minor gastro intestinal conditions, malnutrition, chronic diseases, palliative care, and wound healing. Group programs are offered for individuals needing help for weight management or heart health. The Community Care Nutrition service also manages the Home Enteral Nutrition Service (HENS) which provides assessment, prescription and advice to clients 18 years or older, including advice on equipment issues. Community Care Nutrition provides services for some National Disability Insurance Scheme participants. Under the direct or indirect supervision of an Allied Health Professional, the Nutrition Allied Health Assistant will play a key role in the day to day functioning of the nutrition team including but not limited to: organising oral supplement drink samples for each health centre and following up supplement preferences and registration, assisting in group preparation to nutrition clients such as printing and assembling resource packs for clients, preparing and setting up group room and equipment, computer based data entry and clinical file documentation.

Eligibility/Other Requirements: Mandatory: Certificate IV in Allied Health Assistance (Nutrition) or recognised equivalent. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Comply with ACT Health credentialing and scope of clinical practice requirements for Allied Health Profession. Desirable: Current driver's licence. Experience working with participants in a community setting.

Note: This is a temporary part-time position available for up to 12 months at 25:44 hours per week and the full-time salary noted above will be paid pro rata. An order of merit may be established to fill full-time or part-time temporary identical vacancies over the next 12 months. Selection may be based on written application and referee reports only.

Contact Officer: Kate O'Brien (02) 6205 1103 kate.o'brien@act.gov.au

Canberra Hospital and Health Services

Cancer Ambulatory and Community Health Support

Cancer Ambulatory and Community Health Support Medical

Senior Radiation Therapist

Radiation Therapist Grade 4.1 \$115,266 - \$119,079, Canberra (PN: 12108)

Gazetted: 16 August 2018

Closing Date: 30 August 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: An exciting opportunity exists for a dynamic, motivated and suitably skilled Senior Radiation Therapist to join the team at the Canberra Hospital Radiation Oncology Department. Located in the Canberra Region Cancer Centre, the Radiation Oncology Department provides state of the art radiotherapy treatment facilities combined with quality care for ACT and regional cancer patients. The department is currently equipped with the latest technology including four Varian linear accelerators with Radiation Therapy (IGRT)/Intensity-Modulated Radiotherapy (IMRT)/Stereotactic options, two dedicated Computed Tomography (CT); Simulators, Simulators, Superficial X-Ray Radiation Therapy (SXRT), Pinnacle 3D RTTPS, iPlan SRS planning system, ExacTrac imaging system, High Dynamic Range (HDR) brachytherapy and ARIA Oncology Information System.

Eligibility/Other Requirements: Mandatory: A recognised tertiary (or equivalent) qualification in Radiation Therapy; unconditional registration as a Radiation Therapy Practitioner with the AHPRA Medical Radiation Practice Board of Australia; ACT Radiation Council License to operate radiation emitting apparatus used for Radiation Therapy purposes. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Sarah Mogford (02) 6244 2284 sarah.f.mogford@act.gov.au

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Rehabilitation and Specialty Mental Health

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 14005)

Gazetted: 16 August 2018

Closing Date: 30 August 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 is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. 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); Justice Health Services (JHS). Overview of the work area and position: The Older Persons Mental Health Community Team is a specialist mental health assessment and care service for people over the age of 65 years who have, or are suspected of having, a complex mental illness. The multidisciplinary team works within a clinical management model to provide mental health assessment and treatment services within a recovery framework. The Team consists of three sub-teams, the Assessment Team, the Clinical Management Team and the Intensive Treatment Service. The Assessment Team is responsible for the management of referrals, providing initial assessments, clarification of treatment goals and short term treatment. The Clinical Management Team provides longer term follow up to people who present with moderate to severe complexities. The Intensive Treatment Service provides a home based service to people who are in an acute phase of their mental health condition, as an alternative to a mental health inpatient admission. This is a senior clinical position that will sit within any of the three sub teams providing direct person-centered care. At this level the Registered Nurse Level 3 (RN3) will provide mental health services to people who present with highly complex mental health conditions, including the provision of advanced assessment, recovery planning, clinical coordination and therapeutic interventions to achieve sound outcomes for people, under minimal supervision. The RN3 will contribute their expertise to the multidisciplinary team, provide supervision to staff at Levels Health Professional Levels 2 (HP2) and 1 and support the Team Leader in change processes. The RN3 will undertake quality initiatives to promote service delivery at a standard of best practice.

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

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

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Adult Mental Health Services

Discharge Liaison Nurse

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 21886)

Gazetted: 16 August 2018

Closing Date: 30 August 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. Mental Health, Justice Health and Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at 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; Adult Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. Overview of the work area and position: Adult Acute Mental Health Services incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU) and the Consultation Liaison (CL) Team across the

Emergency Department(ED) and The Canberra Hospital (TCH). AMHU is a 37 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation. It is expected that in this position you will provide high quality advanced nursing skills, leadership and care to achieve sound outcomes for patients. This includes the provision of high quality customer service to the consumers, carers and other staff of MHJHADS. This position works collaboratively with the Team Leader and CNC to ensure optimum service delivery and best practice. In this position you will be required to undertake professional development and supervision; participate in quality initiatives; contribute to the multidisciplinary team processes and uphold the ACT Health Values of Care, Excellence, Collaboration and Integrity.

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

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

Contact Officer: Phillip Hoyle (02) 6174 5404 phillip.hoyle@act.gov.au

Office of Director General

Canberra Hospital Foundation

Donor Program Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 32008)

Gazetted: 16 August 2018

Closing Date: 30 August 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 Donor Program Manager is a dynamic role that has responsibility for developing and maintaining philanthropic relationships with communities, organisations and individuals through: A comprehensive donor development program; Donor bequests and planning giving programs; and major gifts. To be successful in this role you will have a proven track record in the development, implementation and evaluation of major gift campaigns and initiatives to drive the growth and sustainability of fundraising from the Foundation's philanthropic donor base. It is expected that the Donor Program Manager will develop strategic major gift plans and budgets; provide strategic direction and oversight of Foundation's major gifts program; successfully execute a range of integrated mail and online fundraising campaigns; monitor, assess and report on the ongoing effectiveness of those campaigns; develop relationships with new and existing major donors to drive significant philanthropic investment in the Foundation. The Donor Program Manager will play a key role in driving growth in the Foundation's bequest program through a structure process of targeted engagement activities.

Eligibility/Other Requirements: Desirable: Qualification in Fundraising, Communication, Marketing or related discipline; extensive professional fundraising skills and expertise, including bequest program and proven people management experience, five+ years; thorough understanding of contemporary fundraising practice and the non-profit sector, as well as an understanding of and commitment to philanthropy; currently hold, or is studying towards, the International Fundraising credential, Certified Fund Raising Executive; current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available for a period of six months. Selection may be based on written application and referee reports only.

Contact Officer: Helen Falla (02) 6207 7123 helen.falla@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Services

Manager of Speech Pathology and Audiology

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 12925)

Gazetted: 16 August 2018

Closing Date: 30 August 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 Acute Support Allied Health Service is part of the Division of Medicine which is a contemporary evidence based service, providing high quality inpatient and outpatient care at the Canberra Hospital. Acute Support Allied Health comprises nine distinct allied health teams including speech pathology and audiology, nutrition, physiotherapy and social work and aims to provide collaborative care working both within the Division of Medicine and across the six other clinical divisions that make up Canberra Hospital and Health Services, as required. In this position it is expected that you will provide clinical leadership, management of and guidance to the discipline workforce, as well as provide oversight and apply quality improvement processes to the services provided as a discipline and as an integrated allied health service working across multiple clinical Divisions. You will provide regular input into, and form, an integral part of the Acute Support Allied Health leadership team. You will be required to oversight professional development and supervision, promote and participate in quality improvement and research initiatives, manage credentialing and regulation compliance and contribute to team processes in collaboration with the Speech Pathology Manager of Rehabilitation, Aged and Community Care.

Eligibility/Other Requirements: Mandatory: Approved Degree or Postgraduate qualifications in speech pathology and eligible for membership with Speech Pathology Australia. Proven leadership/management experience. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Comply with ACT Health credentialing requirements for allied health professionals. Desirable: Current driver's licence

Contact Officer: Sam Lazarus (02) 6174 5106 sam.lazarus@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Clinical Record Service

Clinical Coding and Casemix Manager

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 29585)

Gazetted: 16 August 2018

Closing Date: 30 August 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: 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: Biomedical Engineering; Clinical Records Service; Medical Physics and Radiation Engineering; Nursing Clinical Support (including Wardspersons, Hospital Assistants, Ward Clerks; e-Rostering, Nursing and Midwifery Resource Office, After Hours Hospital Management Team, Central Equipment and Courier Service, Tissue Viability Unit, Infection Prevention and Control, and Spiritual Support Services); Pharmacy. The Clinical Record Service is part of the Clinical Support Services Branch and is primarily responsible for managing ACT Health's centralised clinical records and completing all inpatient clinical coding. Clinical coding is an essential function for ACT Health to support clinical research and education, to facilitate accurate funding reimbursement, assist in the planning and evaluation of health care services and to fulfil local and mandatory national data submission requirements. Under broad direction, the Clinical Coding and Casemix Manager is responsible for managing all aspects of the Clinical Coding section, including the Clinical Documentation Specialist Pilot Program,

Eligibility/Other Requirements: Mandatory: Tertiary qualification in Health Information Management (or equivalent); eligibility for full membership of the Health Information Management Association of Australia.

Desirable: Minimum five years recent clinical coding and coding management experience. Prior to commencement

successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Sharon Gibbons (02) 6244 3243 sharon.gibbons@act.gov.au

Canberra Hospital and Health Services

Pathology

Pathology Administration Clerical Support Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 34456)

Gazetted: 16 August 2018

Closing Date: 30 August 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 Pathology is a department of Canberra Hospital and Health Services offering a diagnostic pathology service to the ACT and surrounding region. The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and the branch laboratory is located at the Calvary Hospital. Overview of the work area and position: The Pathology Executive team is responsible for the strategic and operational management of ACT Pathology, ensuring the effective and efficient operation of strategic people management advice, policy and programs across ACT Health. Under general direction, the Clerical Support Officer will provide administrative assistance to Directors and Managers of ACT Pathology such as recruitment, performance planning, contract management support and general administrative functions.

Eligibility/Other Requirements: Desirable: Administrative, secretariat and word processing skills are highly desirable. Previous employment in a clinical environment. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a part-time position at 32.5 hours per week and the full-time salary noted above will be paid pro rata. The general hours are 0900 - 1600. This position does NOT attract a Typing Allowance.

Contact Officer: Jennifer Edmiston (02) 6174 7082 jennifer.edmiston@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

Legislation Policy and Programs

Executive

Executive Director, Legislation Policy and Programs

Executive Level 2.4 \$324,854 - \$339,331 depending on current superannuation arrangements, Canberra (PN: E629, expected vacancy)

Gazetted: 15 August 2018

Closing Date: 27 August 2018

Details: The ACT Justice and Community Safety Directorate are seeking applications for the role of Executive Director, Legislation, Policy and Programs. A dynamic leader with excellent communication, organisational and collaboration skills is required.

This role is responsible for providing the Government with high level legal policy, regulatory and human rights advice across the spectrum of government business and ACT laws; the development and management of the law reform agenda and associated legislative program of the Attorney General, Minister for Justice, Consumer Affairs and Road Safety and Minister for Police and Emergency Services. Collaborating with other agencies to further the ACT Government's law reform agenda is a critical part of the role.

The Executive Director will lead and manage (within budget) staff, and be accountable for the development and implementation of ACT Policy on such diverse matters as human rights, criminal and public law, delivery of the justice system, discrimination, constitutional law and regulatory policy. The Executive Director is also responsible

for managing the delivery of restorative justice and development implementation of a range of crime prevention and justice programs.

The successful applicant will also possess legal qualifications and a strong understanding of development and progress of legal policy. Applicants are requested to address the selection criteria providing details of their relevant experience and skills, with consideration of the executive capabilities, to undertake the duties and responsibilities outlined above, a copy of current CV and the name and contact details for two referees to richard.glenn@act.gov.au

Remuneration: The position attracts a remuneration package ranging from \$266,202 to \$277,760 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$210,138.

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 Richard Glenn, richard.glenn@act.gov.au (02) 6205 3504

ACT Human Rights Commission

Executive Manager

Senior Officer Grade B/A \$118,319 - \$137,415, Canberra (PN: 16323)

Gazetted: 09 August 2018

Closing Date: 24 August 2018

Details: The President of the ACT Human Rights Commission is seeking a highly motivated and organised professional to exercise a number of delegated functions of the President and the ACT Human Rights Commission. Duties of the Executive Manager include provide strategic and practical advice and assistance to the President on a range of budget, corporate and planning processes, systemic policies and priority issues, and participating in agency liaison meetings, drafting briefings, reports and speeches (as necessary); and providing advice on whole of Commission legal compliance issues such as freedom of information, privacy and territory records. Please see the role description for a full list of duties and responsibilities, and the selection criteria for the role. The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply.

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: Selection may be based on application and referee reports only. This position will be filled at either the Senior Officer Grade A or Senior Officer Grade B, dependant on the skills and experience of the successful applicant. If you are a person with a disability and would like assistance to apply for this position, please contact the position contact officer.

How to Apply: See the attached position description for further information regarding duties and responsibilities. Interested applicants should send a two to three page pitch with your Curriculum Vitae and the contact details of at least two referees to jobs@act.gov.au. Rather than specifically addressing selection criteria, the two to three page 'pitch' should indicate your capacity to perform the duties and responsibilities at relevant level and outline how your abilities, experience and qualifications make you the best person for this role.

Contact Officer: Helen Watchirs (02) 6205 2222 helen.watchirs@act.gov.au

ACT Human Rights Commission

Health Services, Discrimination, Disability and Community Services Commissioner

Senior Intake and Review Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 09944)

Gazetted: 09 August 2018

Closing Date: 27 August 2018

Details: The ACT Human Rights Commission seeks to fill a temporary, full-time position within the Health, Discrimination, Disability and Community Services Commissioner's complaints team. The Commission is looking for an analytical, solutions-focused and resilient person to be responsible for providing information and advice to members of the public about rights, responsibilities and complaint handling options in the areas of discrimination, health services, disability and community services and children and young people. The person will also be

responsible for managing a caseload of complex complaints, including investigation and conciliation in the above areas and undertaking policy and project tasks and community education and engagement as required. The ACT Human Rights Commission recruits for diversity. Aboriginal and Torres Strait Islander People and people with a disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position please contact the Contact Officer for this position.

Eligibility/Other Requirements: Appropriate tertiary qualifications in a Legal or health field would be desirable.

Note: This is a temporary position available for a period of six months. Selection may be based on application and referee reports only. Applications should be forwarded to: jobs@act.gov.au

How to Apply: A response should be made to each individually numbered Selection Criteria. Examples are included to assist applicants to address the Selection Criteria. Please limit your response to a maximum of two pages in total.

Contact Officer: Alison Murley (02) 6205 2222 alison.murley@act.gov.au

ACT Emergency Services Agency

Commissioner's Office

Strategic Bushfire Management Plan (SBMP) Project Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 04599)

Gazetted: 13 August 2018

Closing Date: 25 August 2018

Details: Applications are sought within the ACT Emergency Services Agency (ESA) for a suitably and experienced professional to fill the role of Strategic Bushfire Management Plan (SBMP) Project Officer. Working under the direction of the Project Manager, Strategic Bushfire Management Plan v4, and in close consultation with the Project Manager, Strategic Bushfire Management Plan v3 and ACT Rural Fire Service (RFS) management and staff, the Strategic Bushfire Management Plan (SBMP) Project Officer will complete a due diligence analysis of the actions within SBMP v3, compile evidence and prepare a comprehensive report outlining the delivery status of SBMPv3. The successful candidate will also prepare a range of complex written material, including briefs, reports, presentations and correspondence associated with the delivery and development of the SBMP, providing project and Secretariat support where required. The successful candidate will demonstrate: Experience in a corporate or business support role, with extensive experience in preparing and produced professionally written reports in a programme, project or governance role, preferably in a Government environment. A proven ability to undertake detailed research and analysis, prepare briefs, reports, presentations and correspondence associated with the delivery and development of the strategic programmes; a proven ability to build, maintain and leverage strong networks internally and externally; a proven ability to work collaboratively in a small team environment to deliver outcomes; demonstrated experience in the use of Windows based computer applications, including Word, PowerPoint and Excel.

Eligibility/Other Requirements: Tertiary qualifications in Business, Management or Commerce are highly desirable. Note: This is a temporary position available for six months with the possibility of extension. An order of merit may be established to fill future vacancies at level over the next 12 months.

How to Apply: Please review the Position Description and provide a two page (maximum) application that identifies why you are interested in the role and the professional skills and experience you would bring to the role, in relation to the above criteria. Please attach a current Curriculum Vitae, including the name and contact details of two referees.

Contact Officer: Anna Mitchell (02) 6205 4713 anna.mitchell@act.gov.au

ACT Emergency Services Agency

People and Culture

ESA Training

Training Business Coordinator

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 03862)

Gazetted: 13 August 2018

Closing Date: 28 August 2018

Details: Emergency Services Agency Training (ESAT) is looking for a well organised, client focussed person to coordinate general ESA course scheduling and delivery (including First Aid, Asbestos Awareness, Mental Health First Aid, Leadership and Management). You will be able to build and maintain good working relationships across

the organisation including the ESA volunteer workforce. You will have excellent time management skills, good leadership and interpersonal skills and the ability to manage competing priorities. ESAT develops and maintains training and assessment initiatives to support and enable ESA staff and volunteers to carry out their duties safely, effectively and efficiently. ESAT coordinates the management of the ESA Training Centre at Hume including managing bookings and scheduling for the use of the rooms and training props; liaison with Justice and Community Safety (JACS) Capital Works and Infrastructure on general repairs and maintenance, and coordinating requests for facilities upgrades.

Eligibility/Other Requirements: A Certificate IV in Training and Assessment is required and the ability to deliver training to ESA staff and volunteers will be highly regarded. 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 six months with the possibility of extension.

Contact Officer: Jeannie Cotterell (02) 6207 8608 jeannie.cotterell@act.gov.au

ACT Emergency Services Agency

Risk and Planning

Digital Services

Digital Services Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 34781)

Gazetted: 13 August 2018

Closing Date: 29 August 2018

Details: Applications are sought from interested applicants for the Administrative Service Officer Grade 5 role of Digital Services Officer, Digital Services Section, Risk and Planning Business Unit, ACT Emergency Services Agency. The unit is seeking a well organised and motivated officer with initiative, sound judgement and proven experience in developing and implementing innovative and effective digital solutions. This is a rare opportunity to utilise your digital services experience by joining a fast-paced, dynamic team using the latest digital and design software to directly support the front line emergency services and the wider Justice and Community Safety (JACS) Directorate. This position will take an important role in coordinating and uploading content to JACS Directorate websites and SharePoint sites. The successful applicant will also undertake graphic design work and basic development and administration of the Directorate's website and intranet sites, including permission management, governance and structure. The successful applicant will also assist with the delivery of the Directorate's digital, design and traditional communications products. Suitable applicants would possess interpersonal, negotiation and communication skills of a high order. This is a service focused role coordinating and resolving user requests in collaboration with other team members.

How to Apply: Applicants are requested to submit a response to the selection criteria in no more than two pages providing details of their relevant experience and skills to undertake the duties and responsibilities outlined in the attached Position Description, a copy of a current Curriculum Vitae and the name and contact details for one referee.

Note: This is a temporary position available for five months with possibility of extension. Selection may be based on application and referee reports only. All enquiries regarding the role should be directed to the Contact Officer.

Contact Officer: Andy Tripathi (02) 6205 3034 andy.tripathi@act.gov.au

Corporate

People and Workplace Strategy

Strategic Human Resources

Senior Human Resource Advisor

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 04808)

Gazetted: 15 August 2018

Closing Date: 29 August 2018

Details: The Justice and Community Safety Directorate's People and Workplace Strategy team are seeking a highly motivated and experienced Human Resource (HR) operative to undertake a range of complex activities relating to

strategic human resources, employee/industrial relations, policy development and change management. The successful applicant will have experience in supporting the management of, and provide advice on complex employee relation matters including misconduct, performance and injury management as well as assist in the enterprise bargaining process by attending and recording negotiation meetings and draft proposed agreement provisions as required.

Contact Officer: Liz Beattie (02) 6205 3995 liz.beattie@act.gov.au

Transport Canberra and City Services

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

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

City Services

ACT NoWaste

Service Delivery

Contracts Inspector

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 00333, several)

Gazetted: 15 August 2018

Closing Date: 29 August 2018

Details: ACT NoWaste is seeking two Contract Inspectors to work within the Service Delivery Team. The Contracts Inspector works within a small operational procurement and contract management team and reports to the Manager, Service Delivery Team. The role provides contract administration to assist Senior Contract Management Officers, demonstrates rigour and expertise in performing field inspections and audits, monitors and reports against contract compliance and understands the purpose and intent of performance based contract management to achieve quality outcomes. The positions require the officers to interpret and apply legislation, prepare evidentiary reports and make recommendations to ensure contract compliance and provides advice to operational staff, senior management, and internal and external stakeholders. The roles require attention to detail, excellent communication and organisational skills (oral, written, interpersonal and negotiation) and the ability to work across a variety of work environments.

Eligibility/Other Requirements: Relevant experience and or complementary qualifications will be viewed favourably.

Note: An order of merit may be established to fill future vacancies at level over the next 12 months.

How to Apply: Please provide the completed application coversheet, your Curriculum Vitae, including two referees and brief responses to each selection criteria (no more than 300 words each) to jobs@act.gov.au

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

Transport Canberra

Public Transport Operations

ACTION Workshops

Vehicle Cleaner Fueller

EGSO4.2 - Workshop Staff \$61,964, Canberra (PN: NCP006, several)

Gazetted: 10 August 2018

Closing Date: 24 August 2018

Details: Transport Canberra have multiple current and upcoming vacancies for full-time, part-time and casual vehicle cleaner fueller at both North and South Depots. Working to a roster which covers from early mornings to late nights, the successful applicants will be required to perform duties associated with the daily cleaning, fuelling and detailing of Transport Canberra's bus fleet. The successful applicants will be able to maintain a high degree of reliability and consistency in following cleaning procedures and be able to work under limited supervision and in a time pressured environment to achieve high standards of fleet presentation. Working in the outdoors with exposure to wide ranging temperature and weather conditions, the successful applicants will be required to perform regular roster overtime on weekends. The ACT Public Service is committed to building a culturally diverse

workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.
Eligibility/Other Requirements: Successful applications will be subject to successfully completing a language, literacy and numeracy test.

Contact Officer: Alistair Kirkpatrick (02) 6207 7540 Alistair.Kirkpatrick@act.gov.au

City Services

ACT NoWaste

Service Delivery Team

Customer Service Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 39243)

Gazetted: 10 August 2018

Closing Date: 17 August 2018

Details: ACT NoWaste is searching for a Customer Service Guru. The Customer Service Officer performs a range of customer service, client interface and administrative tasks that directly support ACT NoWaste in the delivery of core municipal services for the Canberra community. Under limited supervision, the successful candidate will: Provide first class customer service, respond promptly to customer enquiries, handle, resolve and or escalate complaints in a timely manner. Undertake and support in-field investigations and inspections, including the collection of field data and the development of reports to inform the management of contractor performance and customer satisfaction. Research and resolve service delivery and or MGB discrepancies and actively liaise with internal and external stakeholders, for example, Access Canberra and contracted service providers. Notify key stakeholders, for example Transport Canberra and City Services (TCCS) Communications, Access Canberra and ACT NoWaste staff in the event of scheduled service interruptions. Provide general office administration support to contract managers and undertake other duties as directed. Maintain records in accordance with the *Territory Records Act 2002* and provide supporting documentation for audits and reviews. Actively participate in the analysis of ACT NoWaste business practices and procedures with a specific focus on continuous improvement and the achievement of operational and customer service excellence.

Note: This is a temporary position available up to 31 January 2019 with the possibility of extension. Selection may be based on applications and referees only.

How to Apply: Applicants are requested to submit an application of no more than two pages providing details of their relevant experience and skills according to the job description, specifically against the Selection Criteria, a copy of current Curriculum Vitae and the name and contact details for two referees.

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

City Services

Roads ACT

Road Maintenance

Road worker

General Service Officer Level 5/6 \$52,198 - \$57,445, Canberra (PN: 01886)

Gazetted: 13 August 2018

Closing Date: 27 August 2018

Details: Road Maintenance are seeking a new team member for the road maintenance crew. The successful candidate will carry out general road maintenance activities as part of a works crew.

Eligibility/Other Requirements: A current driver's licence (MR-class) or be prepared to accomplish within two months of appointment; hold a Construction induction (White card) and Asbestos Awareness; willingness to work overtime as and when required and to undertake training activities to meet operational and organisational expectations.

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

Contact Officer: Mick Sullivan (02) 6205 2533 mick.sullivan@act.gov.au

Transport Canberra

Public Transport Operations

ACTION Workshops

Heavy Vehicle Apprentice Mechanic

EAPY 1.1 - EAPY 4G \$26,879 - \$59,817, Canberra (PN: TPA212, Several)

Gazetted: 10 August 2018

Closing Date: 24 August 2018

Details: Transport Canberra is seeking Heavy Vehicle Apprentice Mechanics. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply. Eligibility/Other Requirements: Successful applications will be subject to successfully completing a language, literacy and numeracy test. Minimum Year 10 Certificate is required.

Note: These are temporary positions available from February 2019 until February 2023.

How to Apply: Please submit a resume and a two page covering letter to support your application detailing why you would like to be an apprentice at Transport Canberra, why you have an interest in mechanics and what your hobbies and interests are outside of school/work.

Contact Officer: Paul Mascord (02) 6205 8278 paul.mascord@act.gov.au

Chief Operating Group

Chief Information Office

Project Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 33317)

Gazetted: 15 August 2018

Closing Date: 29 August 2018

Details: An opportunity exists for a Project Manager within the Chief Information Office of Transport Canberra and City Services. The primary objective of this position is to deliver the approved Customer Services Management system project (CSM) Stage 1. This role will also work as the liaison to coordinate project requirements to the various teams and ensure that deliverables meet the outcomes desired by the project. This position reports to the Deputy Chief Information Officer (CIO) and Information Technology (IT) Operations Manager. The position will require a motivated and self-driven individual who is capable of negotiating and working with various stakeholders such as vendors, business units and other Information Communication Technology (ICT) areas to enable project delivery. Experience in delivering complex ICT projects using a known methodology and Business Analysis is highly desired. The position involves a range of activities, which influence the operations of the directorate, including change management, project management, management reporting, and business continuity.

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

How to Apply: Applications should include a current Curriculum Vitae along with your statement of claim against the selection criteria in the attached Position Description.

Contact Officer: David Roulston (02) 6207 6628 david.roulston@act.gov.au

Chief Operating Officer Group

Executive

Divisional Business Manager, Chief Operating Officer Group

Senior Officer Grade C/Senior Officer Grade B \$100,461 - \$133,197, Canberra (PN: 32546)

Gazetted: 15 August 2018

Closing Date: 22 August 2018

Details: Transport Canberra and City Services are seeking applications for the position of Divisional Business Manager within its Chief Operating Officer (COO) Division. The Divisional Business Manager is an integral position to the effective operations of the COO Group. The position is pivotal to the coordination of Divisional business from across six corporate branches with key responsibilities including financial management and risk management as well as being responsible for the coordination and tracking of the divisions input into whole of government responses as well as COO project and tasks. In this position you will be required to engage with a variety of stakeholders including Executives and external stakeholder so you will need to possess exceptional verbal and written communication skills. Other skills and attributes essential to be successful in this role include creativity, highly developed data analytical skills, well organised, demonstrated problem solving ability, agility to adapt to

new ways of working, financially savvy, thirst to learn, ability to delegate and make sound judgements on sensitive and complex issues, and to provide balanced analysis and advice.

Note: This is a temporary position available for six months with the possibility of extension. This position will be filled at either the Senior Officer Grade B or Senior Officer Grade C, dependant on the skills and experience of the successful applicant.

How to Apply: Applications should include your claims against the Selection Criteria, an up to date Curriculum Vitae and the details of at least two referees.

Contact Officer: Cherie Hughes (02) 6205 8316 cherie.hughes@act.gov.au

City Services

ACT NoWaste Regulation

Assistant Manager, Waste Reporting and Analysis

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41135)

Gazetted: 15 August 2018

Closing Date: 29 August 2018

Details: Would you like to play a key role in the collection and analysis of what will become the most comprehensive consolidated waste activity dataset in Australia? Are you a hands on person, who enjoys working with a wide range of people across the regulated community? Do the words verification, validation and quality mean something to you? Can you find the story in the data, uncover what it means, and convey this to others? If you answered yes to the above, the Waste Regulation Team in ACT NoWaste would like to hear from you. We are responsible for administering the *Waste Management and Resource Recovery Act 2016* (Waste Act). Under the Waste Act, we will establish a comprehensive dataset of all waste activities conducted in the ACT, updated each quarter through mandatory reporting by regulated entities. The Assistant Manager, Waste Reporting and Analysis is responsible for working with the regulated community to ensure high quality data is reported, as required, and to analyse this data to inform policy development, program implementation and regulatory intelligence.

Eligibility/Other Requirements: Mandatory: Experience working in an environment undertaking a range of regulatory activities such as licensing (assessment), compliance monitoring, auditing, intelligence, enforcement, or investigation; As a minimum, a current class C drivers licence or equivalent; one or more of the following qualifications: Certificate IV in Government (Statutory Compliance), Certificate IV in Government (Investigations), Certificate IV in Quality Audit, or equivalent. Beneficial: A Work, Health and Safety Construction Induction "White Card", First Aid qualification, and completion of personal safety training (such as Situational Awareness).

Note: This position is authorised under the Waste Act as an Authorised Person. The successful applicant must meet mandatory qualifications, experience and be of good character. Please review the selection criteria for more details, and call or email the Contact Officer should you wish to discuss. An order of merit may be established to fill future vacancies at level over the next 12 months.

How to Apply: Please review the attached Position Description and submit an application by emailing the following documents to jobs@act.gov.au: Completed application Coversheet; your current Curriculum Vitae; two-page written response against the selection criteria to support your application.

Contact Officer: Alex Taylor 0435 969 792 Alex.Taylor@act.gov.au

Transport Canberra

Light Rail

Operation

Technical Asset Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41123)

Gazetted: 13 August 2018

Closing Date: 5 September 2018

Details: Applications are sought for an experienced, motivated, innovative and skilled professional to fill the role of Technical Asset Manager in the Light Rail Operations team. The Technical/Asset Manager in the Light Rail Operations team is responsible for reviewing and advising on technical aspects of light rail operations, ensuring that the contractual requirements of the light rail operator and the ACT Government are satisfied for the operating light rail system. The Manager will support the Director, Light Rail Operations through the provision of advice on technical elements of light rail operations and preparing reports that reflect these outcomes.

Note: This is a temporary position available for 12 months with the possibility of extension.
Contact Officer: Shelly Fraser (02) 6205 2797 shelly.fraser@act.gov.au

Transport Canberra

Light Rail

Operations

Systems Analyst Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41121)

Gazetted: 13 August 2018

Closing Date: 5 September 2018

Details: Applications are sought for an experienced, motivated, innovative and skilled professional to fill the role of Systems Analyst Manager in the Light Rail Operations team. The Systems Analyst Manager in the Light Rail Operations team is responsible for providing assistance and advice to the Commercial Manager's role in ensuring contractual requirements of the light rail operator and the ACT Government are satisfied for the operating light rail system. The Manager will also support the Director, Light Rail Operations through the provision of advice on contractual and financial elements of light rail operations and preparing reports that reflect these outcomes.

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

Contact Officer: Shelly Fraser (02) 6205 2797 shelly.fraser@act.gov.au

City Services

ACT NoWaste

Waste Regulation

Regulatory Management System Project Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41140)

Gazetted: 13 August 2018

Closing Date: 27 August 2018

Details: Are you an experienced Project Manager, who is prepared to take a hands on approach to ensure delivery on time and on budget? Can you think broadly to come up with a blended Information Communication Technology (ICT)/non-ICT solution to ensure the needs of the business unit are met? Are you prepared to manage a complex multi-year project, where elements of the scope will change and new requirements will be added? If you answered yes to the above, the Waste Regulation Team in ACT NoWaste would like to hear from you. We are embarking on a project to develop a Regulatory Management System (RMS) to support the administration of the *Waste Management and Resource Recovery Act 2016 (Waste Act)*. This project will deliver a blend of ICT and non-ICT solutions covering all aspects of the regulatory functions in the Waste Act, as well as support a wide range of policy and program interventions in the waste sector. The Project Manager will drive the overall RMS project, as well as procurement and contract management processes. The Project Manager will be supported by a business analyst, and will be embedded within the Waste Regulation Team.

Note: This is a temporary position available until 30 June 2021.

How to Apply: Please review the attached Position Description and submit an application by emailing the following documents to jobs@act.gov.au. A completed application Coversheet; Your Curriculum Vitae and a two-page written response against the selection criteria to support your application.

Contact Officer: Alex Taylor 0435 969 792 alex.taylor@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

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

Dissanayake Ratnayake 844-77542, Section 68(1), 15 August 2018

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

Niluka Samarasekara 844-79783, Section 68(1), 15 August 2018

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

Naomi Thomson 836-16328, Section 68(1), 15 August 2018

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

Charaka Chathuranga Vithana 848-81975, Section 68(1), 15 August 2018

Chief Minister, Treasury and Economic Development

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

Nicole Baccon 606-64466, Section 68(1), 13 August 2018

Infrastructure Officer 4 \$119,340 - \$135,587

Paul Doak 853-47280, Section 68(1), 1 August 2018

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

Nicole Duffy 848-68199, Section 68(1), 13 August 2018

Infrastructure Officer 4 \$119,340 - \$135,587

John Hite 853-78941, Section 68(1), 1 August 2018

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

Mimi Huang 848-80884, Section 68(1), 15 August 2018

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

Kiky Hutchinson 853-47264, Section 68(1), 15 August 2018

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

Simon McPhan 853-70878, Section 68(1), 13 August 2018

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

Kyah Ross 853-74190, Section 68(1), 3 September 2018

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

Azar Saffari 853-65681, Section 68(1), 3 September 2018

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

Fathimath Sofeenaz 853-81390, Section 68(1), 3 September 2018

Infrastructure Officer 4 \$119,340 - \$135,587

Richard Toomey 846-97959, Section 68(1), 1 August 2018

Senior Officer Grade A \$137,415

Jodie Vaile 825-01051, Section 68(1), 13 August 2018

Senior Officer Grade A \$137,415

Tanja Warre 768-66644, Section 68(1), 13 August 2018

Infrastructure Officer 4 \$119,340 - \$135,587

Simon Webber 853-50148, Section 68(1), 1 August 2018

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

Susanna Wong 853-81518, Section 68(1), 3 September 2018

Community Services

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

Nicole Coates 858-55955, Section 68(1), 9 August 2018

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

Lee Diep 858-55808, Section 68(1), 13 August 2018

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

Paula Honeykats 858-54928, Section 68(1), 27 August 2018

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

Mari Ruuskanen 858-55170, Section 68(1), 13 August 2018

Education

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

Petrina Morrissey 843-34189, Section 68(1), 9 August 2018

School Assistant 3 \$51,053 - \$54,947

Jodi Perry 843-39254, Section 68(1), 13 August 2018

Health

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

Belinda Behl 858-55939, Section 68(1), 13 August 2018

Allied Health Assistant 3 \$61,115 - \$67,825

Aolfe Herrick 858-56181, Section 68(1), 16 August 2018

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

Saritha Jose 845-01880, Section 68(1), 13 August 2018

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

Justine Kenny 847-26705, Section 68(1), 8 August 2019

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

Donna McKenzie 858-56018, Section 68(1), 27 August 2018

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

Kasper Sunny 834-45936, Section 68(1), 9 August 2018

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

Vijeta Venkataraman 845-04643, Section 68(1), 8 October 2018

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

Stuart Wilson 858-55429, Section 68(1), 20 August 2018

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

Hari Priya Bandi, 788-07496, Section 68(1), 7 August 2018

Senior Specialist \$222,205

Jennifer Bromley, 859-51074 Section 68(1), 30 July 2018

Senior Specialist \$222,205

Sam Calvin Nova Bethania, 859-51365 Section 68(1), 13 August 2018

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

Angela Lane, 857-93977, Section 68(1), 13 August 2018

Justice and Community Safety

Government Solicitor 1 \$70,650 - \$105,793

Margot Deegan 853-80988, Section 68(1), 10 August 2018

Government Solicitor 3 \$139,152 - \$157,416

Thomas DeGraaff 858-53888, Section 68(1), 13 August 2018

General Service Officer Level 7 \$59,230 - \$62,549

Michael Elkin 858-53626, Section 68(1), 13 August 2018

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

Monika Khan 858-55752, Section 68(1), 3 September 2018

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

Merryn King 858-55736, Section 68(1), 20 August 2018

Transport Canberra and City Services

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

Douglas Bailey 853-79418, Section 68(1), 13 August 2018

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

Sarah May 858-55269, Section 68(1), 13 August 2018

TRANSFERS

Health

Katharine Carlson: 847-27812

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

To: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)
Health, Canberra (PN. 17040) (Gazetted 14 June 2018)

Michael Martinovic: 853-62448

From: Health Service Officer Level 3 \$87,257
Health

To: Health Service Officer Level 3 \$48,385 - \$49,958
Health, Canberra (PN. 16092) (Gazetted 18 January 2018)

Delilah Shelly: 786-53351

From: Registered Nurse Level 2 \$88,249 - \$93,533
Health
To: Registered Nurse Level 2 \$88,249 - \$93,533
Health, Canberra (PN. 35416) (Gazetted 21 June 2018)

PROMOTIONS

Canberra Institute of Technology

Technology and Design

Horticulture and Floristry

Julie Collins: 797-31390

From: Teacher Level 1 \$70,519 - \$94,094
Canberra Institute of Technology
To: †Manager Education Level 1 \$116,494
Canberra Institute of Technology, Canberra (PN. 51897) (Gazetted 12 July 2018)

Rachael Paton: 719-24243

From: Teacher Level 1 \$70,519 - \$94,094
Canberra Institute of Technology
To: †Teacher Level 2 \$100,508
Canberra Institute of Technology, Canberra (PN. 36473)
Clause 41.3 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement provides an avenue for streamlining of staff after long term acting (higher duties).

Health, Community and Science

Human Services

Linda Willington: 821-02368

From: Teacher Level 1 \$70,519 - \$94,094
Canberra Institute of Technology
To: †Teacher Level 2 \$100,508
Canberra Institute of Technology, Canberra (PN. 36094)
Clause 41.3 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement provides an avenue for streamlining of staff after long term acting (higher duties).

Chief Minister, Treasury and Economic Development

Access Canberra

Customer Coordination Services

Complaints Management Team

Gabrielle Barnes: 838-51731

From: Administrative Services Officer Class 4 \$66,656 - \$72,175
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 \$79,824 - \$91,356
Chief Minister, Treasury and Economic Development, Canberra (PN. 33197) (Gazetted 21 June 2018)

Procurement, Property and Venues

Government Office Projects

Government Offices Projects

Rebecca Cannon: 779-81927

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. 39087) (Gazetted 7 June 2018)

**Corporate
Corporate Management
Governance**

Wai Chan: 846-86926

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 33774) (Gazetted 22 June 2018)

**Shared Services
Information and Communications Technology
Technology Services**

Lachlan Cook: 836-06090

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 13248) (Gazetted 19 July 2018)

**Access Canberra
Transport Regulation
Public Transport and Audit**

Colin Fitzgerald: 827-49313

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 17212) (Gazetted 22 June 2018)

**Access Canberra
Licensing and Registration**

Benjamin Green: 772-38033

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$137,415

Chief Minister, Treasury and Economic Development, Canberra (PN. 41143) (Gazetted 10 April 2018)

**Policy and Cabinet
Strategic Policy and Cabinet**

Georgia Junakovic: 835-68493

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 55386) (Gazetted 27 July 2017)

**Access Canberra
Customer Coordination Services
Complaints Management Team**

Nancy Nasr: 836-07317

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 42689) (Gazetted 21 June 2018)

**Economic and Financial Analysis Group
Macroeconomic Branch**

Leon Tang: 827-32466

From: Administrative Services Officer Class 5 \$74,081 - \$78,415
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 \$79,824 - \$91,356
Chief Minister, Treasury and Economic Development, Canberra (PN. 55885) (Gazetted 28 June 2018)

Access Canberra

Customer Coordination Services

Complaints Management Team

Diana Ubojic: 791-31934

From: Administrative Services Officer Class 4 \$66,656 - \$72,175
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 \$79,824 - \$91,356
Chief Minister, Treasury and Economic Development, Canberra (PN. 38710) (Gazetted 21 June 2018)

Community Services

Inclusion and Participation

Multicultural Affairs

Tsering Deki: 786-88861

From: Administrative Services Officer Class 5 \$74,081 - \$78,415
Community Services
To: Administrative Services Officer Class 6 \$79,824 - \$91,356
Community Services, Canberra (PN. 36567) (Gazetted 31 May 2018)

Director of Public Prosecutions

Director of Public Prosecutions

Prosecutor

Vienna Conliffe: 846-91696

From: Prosecutor Grade 1 \$72,389 - \$82,104
Director of Public Prosecutions
To: †Prosecutor Grade 2 \$92,999 - \$113,159
Director of Public Prosecutions, Canberra (PN. 43757) (Gazetted 26 July 2017)

Director of Public Prosecutions

Prosecutor

Morgan Howe: 844-75686

From: Prosecutor Grade 1 \$72,389 - \$82,104
Director of Public Prosecutions
To: †Prosecutor Grade 2 \$92,999 - \$113,159
Director of Public Prosecutions, Canberra (PN. 16347) (Gazetted 26 July 2017)

Director of Public Prosecutions

Prosecutor

Marina Lucero: 835-68928

From: Prosecutor Grade 1 \$72,389 - \$82,104
Director of Public Prosecutions
To: †Prosecutor Grade 2 \$92,999 - \$113,159
Director of Public Prosecutions, Canberra (PN. 43758) (Gazetted 26 July 2017)

Director of Public Prosecutions

Prosecutor

Brian Ngugi: 848-81211

From: Prosecutor Grade 1 \$72,389 - \$82,104

Director of Public Prosecutions
To: †Prosecutor Grade 2 \$92,999 - \$113,159
Director of Public Prosecutions, Canberra (PN. 16346) (Gazetted 26 July 2017)

**Director of Public Prosecutions
Prosecutor**

Margaret Smith: 835-95272
From: Prosecutor Grade 1 \$72,389 - \$82,104
Director of Public Prosecutions
To: †Prosecutor Grade 2 \$92,999 - \$113,159
Director of Public Prosecutions, Canberra (PN. 43756) (Gazetted 26 July 2017)

**Director of Public Prosecutions
Prosecutor**

Elizabeth Sutton: 844-01994
From: Prosecutor Grade 1 \$72,389 - \$82,104
Director of Public Prosecutions
To: †Prosecutor Grade 2 \$92,999 - \$113,159
Director of Public Prosecutions, Canberra (PN. 43786) (Gazetted 26 July 2017)

**Director of Public Prosecutions
Prosecutor**

Todd Trotter: 853-46667
From: Professional Officer Class 1 \$56,359 - \$78,145
Director of Public Prosecutions
To: †Prosecutor Grade 2 \$92,999 - \$113,159
Director of Public Prosecutions, Canberra (PN. 43755) (Gazetted 26 July 2017)

**Director of Public Prosecutions
Prosecutor**

Elizabeth Wren: 848-79736
From: Prosecutor Grade 1 \$72,389 - \$82,104
Director of Public Prosecutions
To: †Prosecutor Grade 2 \$92,999 - \$113,159
Director of Public Prosecutions, Canberra (PN. 43754) (Gazetted 26 July 2017)

Education

**School Performance and Improvement
North and Gungahlin Network**

Amaroo School
Rebecca Turner: 772-14138
From: \$136,828
Education
To: †School Leader A \$150,276 - \$180,443
Education, Canberra (PN. 40599) (Gazetted 15 June 2018)

**School Performance and Improvement
North and Gunghalin Network**

Amaroo School
Diana Whymark: 711-00463
From: \$136,828
Education
To: †School Leader A \$150,276 - \$180,443
Education, Canberra (PN. 40586) (Gazetted 15 June 2018)

Health

Canberra Hospital and Health Services

Jonathan Amirthanathan: 836-07114

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. 23892) (Gazetted 3 May 2018)

Canberra Hospital and Health Services

Corporate

Renee Cooper: 820-99357

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

To: Administrative Services Officer Class 6 \$79,824 - \$91,356
Health, Canberra (PN. 33905) (Gazetted 19 July 2018)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Jayde McKendrick: 845-21371

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

To: Registered Nurse Level 2 \$88,249 - \$93,533
Health, Canberra (PN. 25917) (Gazetted 21 June 2018)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Melina Tsembis: 821-25391

From: Health Professional Level 1 \$57,941 - \$73,823
Health

To: †Health Professional Level 4 \$100,462 - \$108,140
Health, Canberra (PN. 40882) (Gazetted 19 July 2018)

Justice and Community Safety

Human Rights Commission

Victim Support ACT

Financial Assistance Scheme

Katrina Platt: 607-59633

From: Administrative Services Officer Class 6 \$79,824 - \$91,356
Justice and Community Safety

To: †Senior Officer Grade C \$100,462 - \$108,140
Justice and Community Safety, Canberra (PN. 20953) (Gazetted 3 July 2018)

Transport Canberra and City Services

City Services

Roads ACT

Traffic Management and Safety

Benjamin Hubbard: 846-96446

From: Infrastructure Officer 4 \$119,340 - \$135,587
Transport Canberra and City Services

To: †Infrastructure Manager/Specialist 3 \$174,951
Transport Canberra and City Services, Canberra (PN. 25035) (Gazetted 21 May 2018)

City Services

ACT NoWaste

Waste Regulation

Samantha Jayne: 853-75388

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 41134) (Gazetted 26 April 2018)

CORRIGENDA

ACT Health

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

Jonathan Howes: 85744817, Section 68 (1), 16/07/2018

Note: Correction to commencement date originally published in the gazette of 26/07/2018.

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

Sofie Arvidsson: 85854901, Section 68(1), 17 September 2018

Note: Correction to commencement date originally published in the gazette of 06/08/2018.