



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 20 December 2018**

## VACANCIES

### Chief Minister, Treasury and Economic Development

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

#### **Workplace Safety and Industrial Relations**

##### **Injury Management Team**

##### **Senior Rehabilitation Case Manager**

##### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 31117)**

Gazetted: 24 December 2018

Closing Date: 13 January 2019

Details: An exciting opportunity exists in the Injury Management and Safety Team, Workplace Safety and Industrial Relations for an enthusiastic and motivated individual who is keen to work in a dynamic, busy and challenging environment. The position of Senior Rehabilitation Case Manager centres on the delivery of high quality, timely and individually tailored case management and return to work services to a diverse range of operational areas. A key aspect of the role is fostering working relationships with managers, employees, and allied health professionals. Essential to the role is proactive communication and the coordination of day to day case management to drive optimum and sustained outcomes. This is a fast-paced operational environment and the ability to meet tight deadlines while managing competing priorities is essential. The successful applicant will have superior problem solving and time management skills and demonstrate resilience and the ability to work in a highly complex environment. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please provide resume and a written response to the stated Selection Criteria. Please send applications to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Samantha Foster (02) 6207 6893 [samantha.foster@act.gov.au](mailto:samantha.foster@act.gov.au)

#### **Access Canberra**

##### **Construction and Utilities**

##### **Executive Branch Manager, Fair Trading and Compliance**

##### **Executive Level 1.4 \$237,513 - \$247,667 depending on current superannuation arrangements, Canberra (PN: E1077)**

Gazetted: 20 December 2018

Closing Date: 18 January 2019

Details: Jinkies! Access Canberra within the Chief Minister Treasury and Economic Development Directorate is looking for an Executive Branch Manager, Fair Trading and Compliance.

This is a new position overseeing compliance activities covering many aspects of regulated life in Canberra, from the Australian Consumer Law, gambling and racing to parking operations. You will be getting to the bottom of fair trading matters and investigating the mysteries of markets. If you have a Scooby Snack in your pocket for every occasion, then we want to hear from you! Your Mystery Machine will take you between our Activity Based Work sites across Canberra. You will have excellent communication skills, determination to follow every lead, and a knack for unmasking those who don't play by the rules.

Our team members are proud to be the meddling kids that ensure compliance and peace of mind for the Canberra community. We believe in finding one reason why we can succeed, rather than 100 reasons why we can't.

If you hold the solution then shoot your two page application and CV through to [jobs@act.gov.au](mailto:jobs@act.gov.au). We want to hear about a problem you faced and how you led your team to success. Your CV should include the details of two referees (one of whom should have worked for you).

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 long-term period of two years with the possibility of extension of up to five years.

Contact Officer: David Snowden (02) 6207 9828 [david.snowden@act.gov.au](mailto:david.snowden@act.gov.au)

## **Access Canberra**

### **Construction and Utilities**

#### **Executive Branch Manager, Construction and Utilities**

#### **Executive Level 1.4 \$237,513 - \$247,667 depending on current superannuation arrangements, Canberra (PN: E1005)**

Gazetted: 20 December 2018

Closing Date: 18 January 2019

Details: Would you like to hear a construction joke? Oh, sorry – I'm still working on it...

If you can lift spirits and building quality, then we want to hear from you! Access Canberra (Chief Minister, Treasury and Economic Development Directorate) is looking for an Executive Branch Manager, Construction and Utilities.

This is a new position overseeing a number of high-priority areas, including building quality and construction licensing. We need someone who can find the fun in the frenzy, develop team capability and high-rise apartments, and safe-guard high standards for the safety of all Canberrans.

You will be working with a dedicated team of experts in their field (and worksite, and inspection station) and alongside an energetic leadership team. Variety is the spice of life, and there is plenty of spice to be found at our various Activity Based Work locations across Canberra. This position will also hold the Statutory Offices of Construction Occupations Registrar and Architects Registrar.

Just like quality building, at Access Canberra we believe in laying strong foundations for our success. If you can scaffold the work of those around you then shoot your two page pitch and curriculum vitae through to [jobs@act.gov.au](mailto:jobs@act.gov.au). We want to hear about a problem you faced and how you led your team to achieve a successful outcome. Your CV should include the details of two referees (one of whom should have worked for you).

Remember, a great sense of humour is always appreciated!

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 two years with the possibility of extension up to five years.

Contact Officer: David Snowden (02) 6207 9828 [david.snowden@act.gov.au](mailto:david.snowden@act.gov.au)

## **Economic Development**

### **Strategic Coordination and Governance**

#### **Senior Manager, Strategic Coordination and Governance**

#### **Senior Officer Grade A \$137,415, Canberra (PN: 39364)**

Gazetted: 21 December 2018

Closing Date: 18 January 2019

Details: The Economic Development Division within Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking expressions of interest for a temporary opportunity within the Office of the Deputy Director-General. The successful applicant will manage the Strategic Coordination and Governance team and be responsible for the efficient management of executive coordination functions across the division. Strong communication skills are essential to the Senior Manager role which provides timely, high level advice to Minister's Offices and Executives across the division. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available from 11 February 2019 for an initial period of six months with the possibility of extension up to less than 12 months. An order of merit may be established from this selection

process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants are to submit an application of no more than two pages addressing the capability criteria, an Application Coversheet, a current Curriculum Vitae and contact details for two referees to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Kareena Arthy (02) 6207 5564 [kareena.arthy@act.gov.au](mailto:kareena.arthy@act.gov.au)

## **Shared Services**

### **Partnership Services Group**

#### **Customer Support Services**

##### **Strategic Communications and Customer Engagement Manager**

##### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 34418)**

Gazetted: 21 December 2018

Closing Date: 4 January 2019

Details: Do you have a knack for taking techy speak and making it into something everyone can understand? Do you have excellent communication and interpersonal skills with the ability to influence? If so keep reading! Shared Services are looking for someone to join our Customer Support Services team to manage Customer Communications and Engagement. This role will see you jumping straight in and being involved in communication and marketing strategies for Shared Services and the broader Commercial Services and Infrastructure Division from day one - keeping many balls in the air! Perfect timing to own these strategies or create them and see plans through to fruition! We are seeking an experienced marketing and communications guru, able to work across multiple platforms, partner with non-communication folk; and drive improvement in customer interaction through promotional activity and efficient communication strategies. The ability to quickly establish positive working relationships and engage with a wide range of stakeholders is a must. You will also oversee and lead a small team of communication experts. Although strategic, you won't shy from getting your hands dirty when required. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available for a period of three months with the possibility of extension up to less than 12 months and/or permanency. Selection may be based on written application and referee reports only.

How to Apply: Your suitability for this position will be assessed based on your skills, knowledge and behaviour in relation to the duties/responsibilities of the role. If you think you're up for it, please send us your Curriculum Vitae and a pitch on why you think you're the best person for the job. The pitch should be no more than two pages.

Contact Officer: Craig Neiberding (02) 6205 1244 [craig.neiberding@act.gov.au](mailto:craig.neiberding@act.gov.au)

## **Procurement ACT**

### **Executive Support**

#### **Business Support Manager**

##### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 39101)**

Gazetted: 02 January 2019

Closing Date: 23 January 2019

Details: Detail: Procurement ACT Division is seeking to recruit a motivated and well-organised individual to facilitate collaborative working arrangements across the Division and within the Commercial Services and Infrastructure stream of Chief Minister, Treasury and Economic Development (CMTEDD). The Business Support Manager position offers a unique and engaging experience for those seeking to develop their ACT Government career. The Business Support Manager is required to provide high-level support and work collaboratively to facilitate the provision of timely and accurate advice to the Deputy Under Treasurer, the Under Treasurer and to Ministers'. The ability to prioritise and manage competing deadlines across multiple areas is essential to this role. 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 immediately for a period of six months with the possibility of extension up to less than 12 months and/or permanency. An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants are asked to submit an application of no more than two pages addressing the capability criteria, an Application Coversheet, a current Curriculum Vitae.

Contact Officer: Kylie Bailey (02) 6205 4570 [kylie.bailey@act.gov.au](mailto:kylie.bailey@act.gov.au)

### **Shared Services**

#### **Partnership Services**

#### **Customer Support Services**

#### **ServiceNow Web Developer**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 08073)**

Gazetted: 21 December 2018

Closing Date: 11 January 2019

Details: Are you a Web Developer with experience in working with the service management platform ServiceNow? Do you want to be part of a team that drives innovation to transform service delivery and improve the customer experience? Keep reading! Shared Services are looking for someone to join our Customer Support Services team, striving to deliver the best possible customer experience by utilising customer feedback and data to identify business improvement opportunities. We manage a number of websites on the ServiceNow platform including a customer facing website which enables our customers to submit requests for our products and services online, utilising workflows and widgets to streamline service delivery and enhance the customer experience. We will look to you to provide strategic direction in relation to opportunities to improve relevant websites and align to Service Management best practices. You will be experienced with commonly used web development languages and have the ability to utilise data to prepare a range of documentation. You will also assist with the integration of process automation as we move into the exciting world of robotics. You will have experience. This role requires a willingness to work hard and lead by example. You will be supported by great teams all working together to provide a seamless customer experience. We will need you to work effectively in a fast-paced, team environment that utilises agile and scrum methodologies to plan work and deliver outcomes. You will also be able to engage and collaborate with people from a wide range of disciplines to achieve desired outcomes. Don't have experience with agile and scrum? Don't let that deter you! While desirable it is not a mandatory requirement for the role. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Your suitability for this position will be assessed based on your skills, knowledge and behaviour in relation to the duties/responsibilities of the role. If you think you're up for it, please send us your Curriculum Vitae and two page pitch on why you think you're the best person for the job.

Contact Officer: Craig Neiberding (02) 6205 1244 [craig.neiberding@act.gov.au](mailto:craig.neiberding@act.gov.au)

### **Community Services**

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

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

#### **Housing ACT**

#### **Executive Services**

#### **Executive Branch Manager, Client Services**

#### **Executive Level 1.4 \$237,513 - \$247,667 depending on current superannuation arrangements, Canberra (PN: E843)**

Gazetted: 21 December 2018

Closing Date: 13 January 2019

Housing ACT

Senior leadership role

Tenancy lifecycle leadership for large client base

Housing ACT provides public housing and rental assistance to clients and aims to be an innovative and effective social housing provider. It maintains, develops and improves the Government's stock of public housing, including the management of over 11,000 properties and 22,000 clients. Housing ACT assists members of the community who are subject to housing stress and social and financial disadvantage; responding to the causes of such disadvantage and in so doing help foster a safe, strong and cohesive community.

Housing ACT seeks an outstanding individual for the role of Executive Branch Manager, Client Services. The role is responsible for the tenant lifecycle from application, assessment, allocation, intake, tenancy and transition/exit from housing. The Executive Branch Manager, Client Services will lead the gateway, tenancy and quality and business improvement functions, and will be responsible for the effective operation of the OneLink service as a referral and gateway service to housing and homelessness services in the ACT. This position reports directly to the Executive Director, Housing ACT and has five direct reports.

The role requires an exceptional professional who has excellent senior executive leadership experience and strong, proven collaboration and problem-solving capabilities. They will have a very strong customer service ethic and their experience in management, community sector reform and development, and business and project planning will be well established. We are seeking someone innovative and energetic with a heart for the vulnerable members in our community.

In particular, the occupant should have:

Demonstrable skills in strategic thinking, change management and effective leadership;

System design, business planning working with Culturally and Linguistically Diverse and Aboriginal and Torres Strait Islander peoples across a range of age cohorts to ensure their needs and aspirations are incorporated into the policy framework and service delivery models;

High level communication skills and stakeholder engagement;

Proven experience in the provision of evidence based advice to government;

Demonstrated commitment and leadership to the ACT Government Respect, Equity and Diversity Framework and exercise due diligence in accordance with the *Work Health and Safety Act 2011*.

To apply or to obtain further information on the position please email [applications.australia@ngs-global.com](mailto:applications.australia@ngs-global.com) quoting reference number J15588. If further information is required after reviewing this documentation, please contact Kym Fletcher at NGS Global on 1300 138 863.

Applications close midnight on Sunday 13 January 2019. A concurrent search is being undertaken.

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 five years.

Contact Officer: Kym Fletcher (NGS Global) 1300 138 863 [applications.australian@ngs-global.com](mailto:applications.australian@ngs-global.com)

## **Education**

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

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

### **Business Services Division**

#### **Governance and Community Liaison**

#### **Internal Audit and Risk Management**

#### **Internal Audit Officer**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 38931)**

Gazetted: 20 December 2018

Closing Date: 2 January 2019

Details: The Internal Audit Officer is a member of the Internal Audit and Risk Management Section. The role is diverse, responsible for providing support to internal audit functions for the Directorate under the direction of the Senior Internal Auditor and the Chief Internal Auditor. This includes, but is not limited to; undertaking compliance reviews, conducting audits, preparation of meeting papers, supporting the Audit Committee, liaising with business areas on the implementation of outstanding recommendations, undertaking reviews and evaluations and preparing written reports.

Eligibility/Other Requirements: Membership of a relevant professional body is highly valued – IIA, CPA or CA.

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

How to Apply: Applicants are asked to submit an Expression of Interest limiting their response to no more than two pages. A copy of your current Curriculum Vitae with contact details for at least two referees is required to be submitted with your application.

Applications should be sent to the Contact Officer.

Contact Officer: Stan Vavrina (02) 6207 7986 or 0419145565 stan.vavrina@act.gov.au

## **School Performance and Improvement**

### **Belconnen Network**

#### **Weetangera Primary School**

##### **Classroom Teacher**

##### **Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 36456)**

Gazetted: 21 December 2018

Closing Date: 31 January 2019

Details: Weetangera School is seeking a highly motivated, dynamic Educator to join our learning community. At Weetangera the curriculum is rigorous and there are high expectations regarding meeting the needs of individual learners. This position is for an innovative and motivated Classroom Teacher. Potential applications should have a sound knowledge of the Australian Curriculum and be able to demonstrate their capacity to build effective relationships with students and their families. Successful applicants will be passionate Educators with effective classroom pedagogy and commitment to meeting the academic and social needs of a diverse range of learners (Years K to 6).

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

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

How to Apply: Provide a Curriculum Vitae, Application Coversheet and Selection Criteria to jobs@act.gov.au

Contact Officer: James Barnett (02) 6205 7488 james.barnett@ed.act.edu.au

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

## **School Improvement**

### **Student Engagement**

#### **Network Student Engagement Teams (NSET)**

##### **Occupational Therapist**

##### **Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 36985)**

Gazetted: 21 December 2018

Closing Date: 11 January 2019

Details: Applications for a Health Professional Level 2 (HP2) Occupational Therapist are being sought. This is a great opportunity to work as part of a team of allied health professionals providing support to ACT Public Schools. This position will work closely with the schools to provide in-school services to assist students who require allied health support to access the school curriculum.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Occupational Therapy. Eligibility for membership or registration with AHPRA (refer to duty statement. Current driver's licence essential. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: The Education Directorate Network Student Engagement Teams (NSET) currently have a temporary fulltime Occupational Therapist position available for 11 months.

How to Apply: If you are interested in this role please respond to the duty statement and selection criteria. Send your resume, Application Coversheet and Selection Criteria responses to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Rebecca Smith (02) 6207 5430 rebecca.smith@ed.act.edu.au

## **Justice and Community Safety**

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

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

### **Public Trustee and Guardian**

#### **Guardianship Unit**

#### **Senior Guardian**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 37860, expected)**

Gazetted: 02 January 2019

Closing Date: 9 January 2019

Details: We are an independent ACT Territory Authority providing professional guardianship, financial management and Trustee related services. We have a vacancy for a motivated and well organised professional to work in our dynamic Guardianship Unit as a Senior Guardian. The Guardianship Unit provides representative services as substitute decision-maker for personal health and/or legal matters under order of the ACT Civil and Administrative Tribunal (ACAT) and Enduring Power of Attorney (EPA) within a human rights frame work. We are seeking an articulate, confident person with strong client skills. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualifications in a relevant discipline (e.g. policy, nursing, social work, psychology, law) are highly desirable. Drivers licence and ability to use computer applications considered essential. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

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

How to Apply: Applicants are to address the selection criteria located in the Position Description, current Curriculum Vitae and the names and contact of two referees.

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

### **ACT Corrective Services**

#### **Community Corrections and Release Planning**

#### **Probation and Parole Unit**

#### **Bail Officer**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 14150)**

Gazetted: 24 December 2018

Closing Date: 18 January 2019

Details: ACT Corrective Services (ACTCS) is seeking a motivated and conscientious person, for a temporary vacancy in Community Corrections and Release Planning as a Bail Officer. Under the direction of the Team Leader, the successful applicant will be responsible for managing the compliance of individuals subject to supervised bail orders, in accordance with Court ordered bail conditions, with the objective of reducing risk to the community. The successful applicant will also manage appropriate breach action in response to non-compliance and provide written and verbal reports and advice to Courts and stakeholders as required. In addition to this, you will also consult with community and government agencies and representatives to assist with best practice risk management and maintain accurate administrative records including case notes, e-records, databases and official files. To be successful in this role you will be able to display high level communication skills and demonstrate a capacity to work as part of a team. You will also possess excellent time management skills and a demonstrated ability to manage personal work priorities, in addition to displaying probity and ethical behaviour. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: A current driver's licence, and a willingness/ability to drive within ACT, is essential. The successful candidate may be required to undergo a police check. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required.



For further information on Working with Vulnerable People registration refer to -

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

Note: This is a Temporary position available asap up to less than 12 months.

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

Contact Officer: Peter Kenna (02) 6207 1560 [peter.kenna@act.gov.au](mailto:peter.kenna@act.gov.au)

### **ACT Corrective Services**

#### **Custodial Operations**

#### **Industries and Facilities**

#### **Grounds Maintenance Officer**

#### **Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 14704, several)**

Gazetted: 21 December 2018

Closing Date: 10 January 2019

Details: ACT Corrective Services is looking for enthusiastic, motivated and conscientious people to fill the role of Grounds Maintenance Officer at the Alexander Maconochie Centre (AMC), within Detainee Services. The successful applicant will be required to implement a grounds maintenance program including planning and preparing for maintenance activities, monitoring the condition of grounds and plants and ensuring provision of ongoing care and/or remedial action, monitoring and implementing maintenance programs for machinery and assessing results of maintenance works against the maintenance program. In addition, you will be required to supervise detainees performing duties related to AMC grounds including performing routine cleaning and maintenance to property and machinery, mowing and caring of the lawns, garden beds and paths, collecting and disposing of waste or recyclable material, cleaning of the grounds, reporting incidents/accidents and cleaning and storing of equipment. The successful applicant will be expected to demonstrate the ability to supervise and work with detainees and possess well developed interpersonal and communication skills necessary to build rapport with a diverse range of stakeholders. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Qualifications and/or experience in Horticultural studies is highly desirable. Eligible candidates will be required to undergo a Police check. Eligible applicants may be required to undertake psychological aptitude testing as part of the assessment process. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required.

For further information on Working with Vulnerable People registration refer to

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

Note: These are temporary positions available for up to less than 12 months. The occupant of this position may be required to undertake parts of the duties outside normal business hours.

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

Contact Officer: Cameron Watling (02) 6205 1094 [cameron.watling@act.gov.au](mailto:cameron.watling@act.gov.au)

### **Transport Canberra and City Services**

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

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

#### **Transport Canberra**

#### **Executive Office**

#### **Executive Assistant**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 32551)**

Gazetted: 20 December 2018

Closing Date: 6 January 2019

Details: Transport Canberra and City Services is seeking an organised and professional person to perform the role of Executive Assistant to the Deputy Director-General of the Transport Canberra Division. The successful applicant will have demonstrated experience in executive assistant and administrative duties, sound liaison and communication skills, the ability to manage time and resources to achieve specific objectives, determine priorities and meet deadlines with a minimum of supervision. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please submit a detailed Curriculum Vitae and written statements against each Selection Criteria with no more than a one page response per criterion. The selection process will most likely involve an interview, but may be decided on application and referee reports only (referee reports are required).

Contact Officer: Lindsay Crowe (02) 6207 1229 [lindsay.crowe@act.gov.au](mailto:lindsay.crowe@act.gov.au)

## **City Services**

### **City Presentation**

#### **Executive**

#### **Executive Assistant**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 16494)**

Gazetted: 20 December 2018

Closing Date: 11 January 2019

Details: The Director, City Presentation is seeking an Executive Assistant to provide confidential administrative and secretarial services to the Director and the business unit. Duties include providing a high level of support in a range of activities including preparation of agendas, papers, minutes for meetings and committees. You will liaise with the Director's direct reports on a day to day basis and assist them with the management of business with minimal direction. The role requires an ability to prioritise and a high level of independence and impartiality. The primary responsibilities for this position are to, with minimal direction: Provide high level confidential administrative and secretarial services to the Director and the business unit, including: review and coordinate communication and documentation in and out of the office, prioritising, redirecting, researching background information as required, and responding as appropriate; prepare correspondence, reports, briefs and assemble supporting documents for meetings; coordinate responses on a range of issues for the Division; and manage the Director's schedule, meetings and travel arrangements as required. Critically examine and take appropriate action on information submitted to the Director to ensure relevance and accuracy. Provide a liaison point between the Director's office and other areas of the Directorate, the Minister's Office, other ACT Government agencies and the private sector. Represent the Directorate in general dealings with the public and other agencies. Contribute generally as a member of the wider Executive Support Team and as required, assist officers elsewhere in the Directorate to meet unplanned absences and workloads. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available for a period of 12 months. Selection may be based on application and referee reports only. Please note, this position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Please address the selection criteria, include your resume and application coversheet and send to [jobs@act.gov.au](mailto:jobs@act.gov.au). Please include your full name and the Position Number in the subject of your email.

Applicants should note that a Joint Selection Committee (JSC) will be established in accordance with the collective/enterprise agreement provisions will assess all applications for this position. This selection process is not appealable

Contact Officer: Sara Thomsen (02) 6205 4012 [sara.thomsen@act.gov.au](mailto:sara.thomsen@act.gov.au)

## **Finance, Legal and Sustainability**

### **Chief Finance Officer**

#### **Executive Group Manager, Chief Financial Officer, Legal and Sustainability**

**Executive Level 2.2 \$266,202 - \$277,760 depending on current superannuation arrangements, Canberra (PN: E416)**

Gazetted: 21 December 2018

Closing Date: 4 January 2019

Details: The Executive Group Manager, Chief Financial Officer Legal and Sustainability position is a member of the TCCS Executive and reports to the Director-General.

The position has a broad and diverse leadership responsibility, performs the Chief Financial Officer function as well as maintaining leadership responsibility for the Directorate's Legal, Sustainability, Facilities and Fleet functions. The position leads a group of 40 plus professionals across five teams and plays an integral role in advising the business on a broad spectrum of financial matters. This strategic and tactical advice, combined with the leadership provided by the position, is essential in driving organisation performance.

The Financial technical accountabilities of the position are significant with considerable financial complexities. Broad executive level expertise in financial management and technical leadership is an essential and required capability for the position.

The 2018-19 the financial operating environment includes:

Directorate Output Expenses of approximately \$638m (\$467m 17/18), and net assets valued at \$10.3 billion

Directorate Capital Program of approximately \$372m (Total Program)

2018-19 Cash Component \$256m

Directorate Territorial Expenses of approximately \$19m

Transport Canberra buses expense budget of approximately \$163m

Transport Canberra buses net assets of approximately \$196m

The position has significant contact with the Minister's Office, Director-General, the Executive Team, ACT Treasury, and the Auditor-General's Office.

The occupant requires a high degree of sensitivity and confidentiality, excellent negotiation and representational skills and ability to meet tight deadlines.

Candidates should provide a two-page response addressing the executive capabilities and include their CV demonstrating skills, capabilities and qualifications complementary to the role.

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 five years.

**Canberra Health Services**

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

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

**Clinical Services**

**ACT Trauma Service**

**Surgical and Oral Health**

**Trauma Case Manager**

**Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22544)**

Gazetted: 03 January 2019

Closing Date: 10 January 2019

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. CHS is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of CHS's Quality Strategy and government priorities, and aligning them with Canberra Health Service's Territory Wide Services Framework. CHS 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. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Division of Surgery and Oral Health is responsible for delivering inpatient and outpatient care to consumers requiring elective and emergency surgical procedures. As a major Tertiary and Trauma Referral Centre for the ACT and surrounding NSW, Canberra Hospital needs to be equipped and able to manage high volumes of trauma and emergency cases that cannot be provided by other facilities. The Dental Health Program delivers prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. Canberra Hospital was designated as the major Trauma Centre for the ACT in 2000 and supports a population of around 750,000. Due to the proximity of the ACT to New South Wales (NSW), The Canberra Hospital has an integral role in management of patients injured in rural areas of NSW as well as ACT, and is recognised as part of the NSW trauma system network. The ACT Trauma Service provides holistic, collaborative, solution focused care to optimize outcomes for Trauma patients, their family and the wider community. The Trauma Case Manager (TCM) position is an integral part of a multidisciplinary team responsible for coordinating and facilitating the care of major trauma patient admissions to The Canberra Hospital. The TCM's role is to negotiate, arrange and coordinate clinical services and to intervene at key points in the patient's inpatient stay so to improve quality care while at the same time conserving hospital resources, and in conjunction with the Trauma Nurse Coordinator, data collection and staff/patient education.

Eligibility/Other Requirements: Mandatory: Registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Three years nursing experience at an advanced level and two years in relevant specialty and holds a relevant post registration qualification. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy (OMU).

Note: This is a full-time position however part-time hours will be considered and the full-time salary noted above will be paid pro-rata.

Contact Officer: Georgia Gotts (02) 5124 2793 georgia.gotts@act.gov.au

## **Clinical Services**

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

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

##### **Registered Nurse**

##### **Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 21896)**

Gazetted: 03 January 2019

Closing Date: 17 January 2019

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. The core values of Care, Excellence, Collaboration and Integrity were developed by us, for us and are unique to our work. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Services Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Justice Health Services. The nursing position is based in the Assertive Community Outreach Service (ACOS) (located at the Belconnen Community Health Centre), a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). Nursing staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan. The position involves providing clinical management in a shared team environment, supervising students and staff and providing nursing input to the team. Please note that the Adult Community Mental Health Service is implementing a new Model of Care and that this position may change. The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new model of care (MoC) which will improve the responsivity

and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to: Increase standardisation of procedures, processes and practices to promote more internal consistency in services delivery and best practice interventions; clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact; and provide optimal treatment for people in their homes and community as effective hospital diversion. The successful applicant will be required to work as a member of the multidisciplinary team providing assessment and management of people experiencing severe and enduring mental illness and complex needs. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. Importantly the new MoC will allow greater opportunity for clinicians' to deliver discipline specific interventions, with case-loads reflecting strengths based models of care. The position reports to a Team Leader who is based on site in the health centre and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants). This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications in Nursing with current registration with the Australian Health Practitioner Regulation Agency (AHPRA) and 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) and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: ACOS operates an extended hour's service, operating seven days a week from 08:30 to 21:00 and the position holder will be required to work a rotating roster including morning and evening shifts, weekends and public holidays.

Contact Officer: Amaly Khalaf (02) 6207 8863 amaly.khalaf@act.gov.au

## **Clinical Services**

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

#### **WCH Operational**

##### **Genetic Counsellor**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 33278)**

Gazetted: 03 January 2019

Closing Date: 17 January 2019

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. At CHS we are 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, or People with Disability, to apply for all positions. CHS is a smoke free environment, across all buildings, grounds and vehicles. CHS offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: The ACT Genetic Service is a clinical genetics service provided through CHS and based at the Canberra Hospital. A small group of genetic counsellors work in an outreach setting with Clinical Geneticist support from Sydney. We provide genetic counselling to families and individuals with a range of genetic conditions including cancer, paediatric, prenatal, cardiology and neurology. The appointee will have a primary role in assisting in the co-ordination of the clinical genetic service input into the recently developed Canberra Clinical Genomics Centre. This aspect of the role will be under the supervision of the senior genetic counsellor and clinical geneticist. The appointee will also work within the cancer genetics and general genetics clinics. The successful applicant will have recent clinical genomic experience and experience in genomic variant interpretation. They will also have highly developed communication skills and a demonstrated capacity to work independently and within a team. Eligibility/Other Requirements: Mandatory: A degree or diploma of a Tertiary institution relevant to the duties specified. Completion of Part 1 of HGSA (Genetic Counselling) or working towards Part 1 (ie. Masters of Genetic Counselling) and current driver's licence and ability to travel outside ACT. 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; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Linda Warwick (02) 5124 7630 linda.warwick@act.gov.au

### **Clinical Services**

#### **Rehabilitation, Aged Care and Community Care**

#### **Community Care Program**

#### **Community Care Program Dietician**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 28117)**

Gazetted: 03 January 2019

Closing Date: 10 January 2019

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. CHS provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. CHS is committed to the delivery of person and family centred, safe and high-quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of CHS's Quality Strategy and government priorities and aligning them with CHS'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 CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres and the homes of patients. Our staff are committed to the delivery of health services that reflect CHS'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 CHS'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 CHS. Community Care Nutrition services are offered from community health centres and in-patient homes across the ACT within a multidisciplinary team environment. The Community Care Nutrition service offers dietary assessments, advice and counselling for nutrition related needs that are associated with medical conditions such as: malnutrition, minor gastro-intestinal conditions, advanced and end stage renal failure, chronic diseases, palliative care, wound healing and mental health conditions. Staff are required to participate in the planning and delivery of education programs to other teams and patient groups and quality improvement initiatives. CHS has a commitment to professional development and is actively involved in teaching and training activities. The Community Care Nutrition service also manages the Home Enteral Nutrition Service (HENS) which can provide assessment, prescription and advice to clients 18 years or older, including advice on equipment related issues. Community Care Nutrition provides services for some National Disability Insurance Scheme participants.

Eligibility/Other Requirements: Mandatory: Degree in Science with qualifications in Nutrition and Dietetics, or equivalent and Accredited Practising Dietitian status with the Dietitians Association of Australia. Desirable: 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 and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

Contact Officer: Dominic Furphy (02) 5124 1671 dominic.furphy@act.gov.au

**Canberra Hospital and Health Services**

**Clinical Record Service**

**Medical Records**

**Clinical Records Scanning Manager**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 21564, expected vacancy)**

Gazetted: 03 January 2019

Closing Date: 17 January 2019

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. CHS provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. CHS is committed to the delivery of person and family centred, safe and high-quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of CHS's Quality Strategy and government priorities and aligning them with CHS'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. CHS 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 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; Food Services; Domestic and Environmental Services; Sterilising Services; Supply. The Clinical Record Service (CRS) is primarily responsible for the management and storage of the centralised CHS clinical record and to ensure correct patient identification. 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). This position is responsible for managing and overseeing the scanning of records into the clinical record scanning solution. This involves managing a medium sized scanning team across multiple shifts including morning, evening and weekends including all recruitment and human resource responsibilities. This position requires an in-depth working knowledge of all procedures related to document imaging and is responsible for coordinating the workflow to ensure that scanning KPIs and targets are met. As part of the management team, this position is also responsible for assisting in the overall management of the CRS, including participation in quality activities and the on-going maintenance of relevant policies and procedures.

Eligibility/Other Requirements: Mandatory: Degree in Health Information Management or equivalent (e.g. Health Informatics) is essential; minimum of two years' experience in a medium to large health organisation; eligibility for full membership of the Health Information Management Association of Australia; must hold a current Australian driver's licence; must be Australian Citizens or Permanent Residents. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Gloria Spyropoulos (02) 5124 3331 gloria.spyropoulos@act.gov.au

**Clinical Services**

**Pathology**

**Immunoassay**

**Immunoassay**

**Technical Officer Level 1 \$54,720 - \$57,369, Canberra (PN: 37947)**

Gazetted: 03 January 2019

Closing Date: 17 January 2019

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: ACT Pathology is a division of the Canberra Hospital and Health Service offering a diagnostic Pathology service to the ACT and surrounding region. Department of Immunoassay comprises the areas of Serology, Autoimmune Serology and Special Proteins. Services provided include serological testings of viral, bacterial and parasitological diseases, autoantibodies detection of Immunological diseases, allergy testings and special serum protein analysis. A wide range of methodologies including indirect immunofluorescence, ELISA, Chemiluminescent immunoassay, electrophoresis, immunofixation and isoelectric focussing are utilised. Instrumentation includes the Abbott Architect ci16200, Bio-rad Evolis, BioMerieux Vidas, Phadia 250, Helena SPIFE 3000, Werfen BioFlash, Euroimmun EuroBlot Master, AbacusDx DSR and Image Navigator System. Under the direction of the Chief Scientist of Immunoassay, you will play a key role in the operation and maintenance of laboratory instrumentation to ensure efficient delivery of the services. This involves the coordination and execution of quality control materials, temperature monitoring, stock control, maintaining clean work areas and processing patient samples for all areas in Immunoassay Laboratory at The Canberra Hospital. The laboratory operates Monday to Friday 8:30am to 5:00pm at The Canberra Hospital to provide diagnostic testings for both in-patient and out-patient of The Canberra Hospital and the Calvary Hospital.

Eligibility/Other Requirements: Mandatory: An associate diploma, Science degree or equivalent Medical Laboratory Science qualification. Desirable: Previous experience working in a diagnostic laboratory. 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) and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This position will be required to participate in after-hours, on-call and/or rotation roster.

Contact Officer: Candice Li (02) 5124 2846 [candice.li@act.gov.au](mailto:candice.li@act.gov.au)

## **Clinical Services**

### **Cancer, Ambulatory and Community Health Support**

#### **Community Health Centres**

#### **Administration Officer, Community Health Support**

#### **Administrative Services Officer Class 2/3 \$52,991 - \$64,616, Canberra (PN: 21108)**

Gazetted: 03 January 2019

Closing Date: 17 January 2019

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Community Health Support is part of the Division of Cancer Ambulatory and Community Health Support. A part of this unit is Community Health Centres. There are six community health centres and two nurse led Walk-In Centres located across the territory. The Community Health Centres provide services including, dental services, community nursing, podiatry, mental health services, rehabilitation services and alcohol and drug services just to name a few. Overview of the work area and position: Community Health are looking for an individual with varied experience to apply for a permanent position as an Administration Support Officer - Administrative Services Officer 2/3 within Community Health Centres. The Health Centres are located across the territory and positions at this level will be required to work at different Community Health Centres as operational needs dictate. The position requires the applicant to provide support with receptionist duties including telephone enquiries, customer enquiries, records management and administrative support to the various community based services provided within Community Health Centres. The successful applicant will demonstrate good customer service skills including the ability to resolve issues, good communication, liaison skills and organisational skills. Experience in administrative processes would be an advantage but not a requirement. The position reports to a Health Centre Coordinator who is located at individual centres and an Administration Manager who oversees all the Administration staff in Health Centres and Walk-In Centres.

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

Note: The Health Centre hours are Monday to Friday 8.30am to 5.00pm. There are two Walk-In Centres and these are located at the Belconnen and Tuggeranong Community Health Centres and staff may be required to backfill in these areas during the week or for backfill opportunities on the weekends. The Walk-In Centre hours are shift and range from 7.30am to 10.00pm 7 days a week. Selection may be based on application and referee reports only. An



order of merit may be established to fill future vacancies at level over the next 12 months. This positions is broad banded and the level/salary increment offered to successful applicant will be dependent on previous experience, knowledge and skills. Applicants are encouraged to contact the Contact Officer for additional information relating to the broad banding arrangement.

Contact Officer: Steve Sculac (02) 6207 4519 [steve.sculac@act.gov.au](mailto:steve.sculac@act.gov.au)

## **Clinical Services**

### **Surgery and Oral Health**

#### **Perioperative Nurse Educator**

#### **Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 22268)**

Gazetted: 03 January 2019

Closing Date: 17 January 2019

Details: About us: Canberra Health Services is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Health Services is committed to the delivery of person and family centred, safe and high-quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of Canberra Health Services Quality Strategy and government priorities and aligning them with Canberra Health Services Territory Wide Services Framework. Canberra Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of 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. Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: 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, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. The Peri-Operative Unit at Canberra Hospital consists of a Day of Surgery Admissions (DOSA) Unit, 13 Operating Theatres covering a wide range of surgical specialities, Post Anaesthetic Care Unit (PACU) and a 12 bed Extended Day Surgery Unit (EDSU) together with several out of areas procedural/invasive specialty areas. The Perioperative Nurse Educator provides high level support to the unit as required and specifically in coordinating, managing and assessing the effectiveness of and change required to nursing education programs within the Perioperative unit to facilitate the learning needs of nursing staff and operational requirements. This role will lead, supervise and manage the professional performance of the Clinical Development Nurses (CDN) from the four areas of the Perioperative Unit to ensure a cohesive educational team that promotes and enables evidenced based practice and professional development and safe practice of nursing staff. The Nurse Educator role will work together with the individual unit Clinical Nurse Consultants in timely management of the operational performance of the CDN roles

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Holds or is working towards a tertiary management and/or nursing qualification. 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.

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

Contact Officer: Margaret Lepper (02) 51243050 [margaret.lepper@act.gov.au](mailto:margaret.lepper@act.gov.au)

## **APPOINTMENTS**

### **Canberra Institute of Technology**

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

Charles Holland 858-63613, Section 68(1), 2 January 2019

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

Jacqueline Jenkins 817-42849, Section 68(1), 24 December 2018

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

Lesley Pattinson 813-02819, Section 68(1), 24 December 2018

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

Ana Consuelo Ortiz Almanza: 848-82476, Section 68 (1), 21 December 2018

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

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

Susan Brand 858-63154, Section 68(1), 2 January 2019

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

Sneha Thomas 858-56026, Section 68(1), 2 January 2019

### **Community Services**

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

Emma Hope 858-62514, Section 68(1), 24 December 2018

### **Environment, Planning and Sustainable Development**

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

Jennifer Hewitson 853-71782, Section 68(1), 20 December 2018

### **Justice and Community Safety**

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

Erik Sandin 853-46608, Section 68(1), 21 December 2018

### **Canberra Health Services**

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

Leah Angangan 857-92149, Section 68(1), 27 December 2018

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

Maricon Delmendo 858-64202, Section 68(1), 27 December 2018

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

Aleyamma Devasia 857-44948, Section 68(1), 27 December 2018

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

Laura Jermyn 859-53299, Section 68(1), 27 December 2018

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

Wendy Marshall 858-63998, Section 68(1), 3 January 2019

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

Virginia Stein 858-63170, Section 68(1), 2 January 2019

**TRANSFERS**

**Education**

**Claire Gasteen: 853-80400**

From: Senior Officer Grade C \$100,462

Community Services

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

Education, Canberra (PN. 41485) (Gazetted 9 October 2018)

**Dean Horne: 779-08789**

From: Senior Officer Grade C \$100,462

Community Services

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

Education, Canberra (PN. 41486) (Gazetted 9 October 2018)

**Christina Wilson: 824 52990**

From: School Leader C \$117,515

Education

To: School Leader C \$117,515

Education, Canberra (P15881) (Gazetted 02 November 2018)

**Canberra Health Services**

**Natalie Brown: 842-88354**

From: \$88,249 - \$93,533

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 37296) (Gazetted 20 September 2018)

**Lesley Chapman: 830-79307**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 41968) (Gazetted 20 September 2018)

**PROMOTIONS**

**Chief Minister, Treasury and Economic Development**

**Finance and Budget**

**Natasha Cklamovska: 853-73091**

From: Graduate Administrative Assistant \$66,656 - \$68,699

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 55793)

**Revenue Management Division**

**Rachel Crampton Smith: 844-8098**

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. 00011) (Gazetted 12 October 2018)

#### **Access Canberra**

**Cameron Dawson: 853-73278**

From: Graduate Administrative Assistant \$66,656 - \$68,699

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 35191)

#### **Finance and Budget**

**Jason Gannon: 853-73083**

From: Graduate Administrative Assistant \$66,656 - \$68,699

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 36373)

#### **Communications**

**Georgia Ghirardello: 853-73841**

From: Graduate Administrative Assistant \$66,656 - \$68,699

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 18246)

#### **Corporate**

**Benjamin Goodwin: 853-73075**

From: Graduate Administrative Assistant \$66,656 - \$68,699

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 35902)

#### **Finance and Budget**

**Alice Hoang: 853-73104**

From: Graduate Administrative Assistant \$66,656 - \$68,699

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 34539)

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

**Shwu Miin Leow: 853-73331**

From: Graduate Administrative Assistant \$66,656 - \$68,699

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 28135)

#### **Policy and Cabinet**

**Stacey Matthews: 844-01476**

From: Senior Professional 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. 55343) (Gazetted 1 August 2018)

#### **Revenue Management Division**

**Belinda Myles: 827-33450**

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. 42997)

**Partnership Services**

**Service Centre**

**Recruitment and Information Services**

**Nicholle Oke: 779-99182**

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. 08071) (Gazetted 31 October 2018)

**Policy and Cabinet**

**Robert Overton-Clarke: 853-73120**

From: Graduate Administrative Assistant \$66,656 - \$68,699

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 36442)

**Economic Development**

**Oliver Palmer: 853-76110**

From: Graduate Administrative Assistant \$66,656 - \$68,699

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 02378)

**Revenue Management**

**Phuong Pham: 853-73200**

From: Graduate Administrative Assistant \$66,656 - \$68,699

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 34334)

**Economic and Financial Group**

**Sonia Sadrani: 853-73198**

From: Graduate Administrative Assistant \$66,656 - \$68,699

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 14089)

**Infrastructure Finance and Capital Group**

**Gemma Stehlik: 853-77359**

From: Graduate Administrative Assistant \$66,656 - \$68,699

Chief Minister, Treasury and Economic Development

To: †Infrastructure Officer 1 \$66,251 - \$78,280

Chief Minister, Treasury and Economic Development, Canberra (PN. 41834)

**Access Canberra**

**Budsarin Traidecha: 853-73243**

From: Graduate Administrative Assistant \$66,656 - \$68,699

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 21691)

**Access Canberra**

**Eddy Webster: 853-75580**

From: Graduate Administrative Assistant \$66,656 - \$68,699  
Chief Minister, Treasury and Economic Development  
To: †Administrative Services Officer Class 5 \$74,081 - \$78,415  
Chief Minister, Treasury and Economic Development, Canberra (PN. 27454)

### **Community Services**

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

##### **Children and Families**

##### **West Belconnen Child and Family Centre**

##### **Brian Mupangure: 820-85043**

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

To: †Health Professional Level 4 \$100,462 - \$108,140  
Community Services, Canberra (PN. 19565) (Gazetted 20 November 2018)

### **Environment, Planning and Sustainable Development**

#### **Chief Operating Officer**

##### **Governance Compliance and Legal**

##### **Governance and Assurance**

##### **Jane Kuffner: 827-52360**

From: Administrative Services Officer Class 4 \$66,656 - \$72,175  
Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 5 \$74,081 - \$78,415  
Environment, Planning and Sustainable Development, Canberra (PN. 30780) (Gazetted 7 November 2018)

### **Justice and Community Safety**

#### **ACT Government Solicitor**

##### **Library Services**

##### **Executive**

##### **Neena Kumar: 827-14102**

From: Administrative Services Officer Class 2 \$52,991 - \$58,513  
Justice and Community Safety

To: Administrative Services Officer Class 4 \$66,656 - \$72,175  
Justice and Community Safety, Canberra (PN. 03878) (Gazetted 13 November 2018)

### **Canberra Health Services**

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

##### **Christine Burrows: 827-50971**

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

To: Registered Nurse Level 2 \$88,249 - \$93,533  
Canberra Health Services, Canberra (PN. 38239) (Gazetted 20 September 2018)

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

##### **Rylee Cooper: 845-19853**

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

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

Canberra Health Services, Canberra (PN. 26831) (Gazetted 20 September 2018)

**Canberra Hospital and Health Services**

**Jan Louis Evaristo: 853-58967**

From: Assistant in Nursing \$48,888 - \$50,543

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 12549) (Gazetted 20 September 2018)

**Clinical Services**

**Sandra Graham: 844-35182**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 32930) (Gazetted 20 September 2018)

**Clinical Services**

**Christine O'Brien: 771-96670**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 32874) (Gazetted 20 September 2019)

**Canberra Hospital and Health Services**

**Kelly Thomas: 848-19709**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 26396) (Gazetted 1 November 2018)