



ACT Government Gazette

Gazetted Notices for the week beginning 03 January 2019

VACANCIES

Canberra Institute of Technology

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

**Education and Training Services
Technology and Design
Information, Communication and Technology
Head of Department ICT
Manager Education Level 1 \$116,494, Canberra (PN: 51084)**

Gazetted: 09 January 2019

Closing Date: 16 January 2019

Details: The College of Technology and Design is seeking a dynamic, innovative leader to fill the role of Head of Department, Information, Communication and Technology (ICT), within the Canberra Institute of Technology (CIT). The Head of Department is required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities. You will need demonstrated experience in leadership, management, supporting and initiating innovation in educational projects; detailed understanding of national developments and regulatory requirements in the Vocational Education and Training (VET) sector; strong communication and teamwork skills; and ability to model all the CIT cultural traits. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal or Torres Strait Islander peoples, people with a disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Mandatory Qualifications and/or Registrations/Licensing: All Managers at Manager Education - Level 1 or Manager Education - Level 2 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor), and an Advanced Diploma in Adult Learning and Development (or equivalent). Where a Manager undertakes a teaching activity, the manager must also hold Vocational qualifications equal or higher to that being taught. Industry Experience: Relevant professional industry and educational delivery experience in ICT is highly desirable. Desirable: Bachelor of Education, Management or relevant higher level qualification. Post Graduate level qualification in ICT related discipline. Demonstrated experience in managing a team.

How to Apply: Applicants will be required to address the Selection Criteria, complete the Application Coversheet, include a resume and submit to jobs@act.gov.au

Contact Officer: Fiona Dace-Lynn (02) 6207 3741 fiona.dace-lynn@cit.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.

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

**Shared Services ICT
Customer Engagement Services
Canberra Institute of Technology ICT
Application Administrator
Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 05442)**

Gazetted: 09 January 2019

Closing Date: 25 January 2019

Details: The Shared Services ICT- Canberra Institute of Technology (CIT) ICT team administer the business systems servicing the administrative and operational needs of the CIT. In this role, you will provide second-level support for the institute's online learning platform, presently comprised of the Moodle learning environment and open EQUELLA digital repository applications. You will maintain the configuration, customisation, and occasionally develop enhancements for these applications, as well as respond to technical incidents as they arise. You will work collaboratively with the CIT eLearn Support team to deliver exemplary customer service. You should be experienced with contemporary web development languages, the PHP server-side scripting language, SQL, and Linux-based server hosting environments. You should also be proficient in software configuration management using version control tools such as Git or Microsoft Team Foundation Server. Chief Minister, Treasury and Economic Development supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

How to Apply: Interested eligible candidates should supply a Curriculum Vitae of no more than three pages supported by a two page "pitch" to support the application.

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

Revenue Management Division

Operations

Team Leader

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 33416)

Gazetted: 08 January 2019

Closing Date: 22 January 2019

Details: We are looking for a talented, capable and driven individual to play an important role as we continue to drive our business towards becoming an agile organisation that can adapt and respond to the needs of stakeholders whilst fully utilising the capabilities delivered by our new transactional processing system. As Team Leader, you will lead a highly productive, agile, resilient and cohesive team and provide leadership, guidance and support the team as well as the management group. 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: Selection may be based on application and referee reports only.

How to Apply: Candidates should submit an application of no more than two pages addressing the Selection Criteria and a current Curriculum Vitae to jobs@act.gov.au

Contact Officer: Joseph Tonna (02) 6207 0293 joseph.tonna@act.gov.au

Shared Services ICT

Strategic Business

ICT Commercial Services

ICT Procurement and Contract Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 41538)

Gazetted: 08 January 2019

Closing Date: 22 January 2019

Details: The ICT Procurement and Contract Officer role is part of the multi-disciplinary ICT Commercial Services team within Strategic Business. The purpose of the role is to provide quality delivery of a range of procurement and contract management activities. This role will be instrumental in implementing and maintaining contracts to ensure the consistent delivery of contracted ICT services to the ACT Government. You will administer new and existing ICT contracts, while improving service delivery and the effective management of ICT panel arrangements. Please review the Position Description and Job Advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the position description. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: The applications should include a Curriculum Vitae and a two-page personal pitch detailing your most relevant achievements and how they relate to this position and its duties.

Contact Officer: Arnie Kapcejevs (02) 6207 7327 arnie.kapcejevs@act.gov.au

Shared Services

Partnership Services Group

Service Centre Service Desk

ICT QAT and Resolution Co-ordinator

Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 14423)

Gazetted: 03 January 2019

Closing Date: 18 January 2019

Details: Shared Services is currently seeking expressions of interest from suitably experienced applicants for the role of ICT QAT and Resolution Co-ordinator within the Shared Services Service Centre. Core functions of this role is responsibility to Perform Quality Assurance checks, providing training and coaching to staff on the Shared Services Service Desk and provide constructive feedback and coaching to improve services offered by Shared Services. Monitor and liaise with other technical team to ensure timely resolution of cases and act as participate in project work and assist the Team manager where required. Applicants for the role should have a proven track record of providing customer focused frontline services as well as demonstrated experience in providing training and coaching to staff. Please review the Position Description for further details about the role and the capabilities required to perform the duties and responsibilities of the position.

Note: A merit pool may be established from this selection process which may be used to fill future identical vacancies at level over the next 12 months.

How to Apply: Please submit a written response of up to two pages, contact details for at least two referees and a current Curriculum Vitae, including Application Coversheet. The response should be written in the form of a pitch, provide evidence of your capacity to perform the duties and responsibilities (what you will do). Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability and experience and how they make you suitable for the role.

Contact Officer: Deanne Allum-Walsh (02) 6207 7075 deanne.allum-walsh@act.gov.au

Shared Services

Partnership Services

Service Centre/Service Desk

Human Resources /Finance Service Desk Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 39859)

Gazetted: 07 January 2019

Closing Date: 21 January 2019

Details: Are you a motivated customer service individual interested in Human Resources (HR) and Finance? If so this opportunity may be for you. The Shared Services Service Desk is seeking a customer service professional to join our HR/Finance team. The role covers a wide variety of areas and is responsible for providing front line customer support to ACT Government directorates. As a HR/Finance Service Desk Officer you will; Provide a high level of customer service in responding to customer enquiries on the telephone and via email, actively contributing to achievement of key performance indicators; Provide expert advice and guidance on HR legislation, policies and ACT conditions of service to customers and Shared Services colleagues; Provide advice on financial policies and procedures, including APIAS (Invoice Automation), invoices and payments; Create and maintain records by inputting data into Service Desk systems accurately, within agreed time frames and in accordance with Service Desk processes, and contribute to the maintenance of effective personnel records by inputting data into HR systems. 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: This position requires an ACT Government baseline security clearance which will be completed as part of the induction process if not already obtained.

Note: This is a temporary position is available ASAP to 5th July 2019 with the possibility of extension up to less than 12 months and/or permanency. A merit list may be established from this process to fill further temporary or permanent vacancies over the next 12 months.

How to Apply: Please provide a supporting statement against the capabilities of no more than two pages. The statement should be in the form of a pitch about what makes you the best candidate for the role using the behavioural capabilities as a guide for your responses. The Application Coversheet and a current resume should be submitted with the supporting statement.

Contact Officer: Corey Stinson (02) 6205 4618 corey.stinson@act.gov.au

Shared Services

Finance and Payroll

Accounts Payable

Senior Accounts Payable Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 07456)

Gazetted: 03 January 2019

Closing Date: 10 January 2019

Detail: Shared Services Finance and Payroll Services has a permanent vacancy for a Senior Accounts Payable Officer at the Administrative Services Officer 4 level in the Accounts Payable Team. The role involves assisting the Assistant Supervisor Accounts Payable in meeting service delivery standards in accounts payable processing functions for a range of Directorates. The successful applicant must possess strong communication skills and a commitment to ensuring the delivery of high quality customer service. Duties include maintaining the supplier data base, resolving issues relating to purchase orders and tax invoices and responding to queries from internal and external clients in a timely manner as well as supervisory responsibilities. 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: To apply for this position please ensure you include a two page personal pitch which reflects your skills and capabilities to fulfil the requirements of this role. These requirements are outlined within the Professional and Behavioural Capabilities in the Position Description.

Contact Officer: Sharon Miller (02) 6205 0748 sharon.miller@act.gov.au

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

Commercial Services and Infrastructure

Infrastructure Finance and Capital Works

Executive Team

Executive Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 03694)

Gazetted: 08 January 2019

Closing Date: 15 January 2019

Details: Applications are sought for the role of Executive Officer to the Executive Director, Infrastructure Finance and Capital Works. The position reports directly to the Executive Director and is responsible for the provision of high level executive administrative support, management of the day-to-day operations of the office, along with supervisory responsibilities and management of the Executive Assistant. The Executive Officer is required to 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. Candidates should have demonstrated experience and understanding of the ACT Government business and administrative processes and proven high-level organisational skills with the ability to work under pressure in a confidential environment. Expert knowledge of the Microsoft Office Suite and proficiency in Wire/Trim are also 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 an initial period of six months with the possibility of extension up to less than 12 months. 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. Selection may be based on application and referee only.

How to Apply: Interested candidates are requested to submit a two-page pitch detailing how you are the right person for this opportunity. Use examples to demonstrate how your skills, knowledge, behavioural capabilities and experience are suitable to the role. Please attach your Curriculum Vitae and the contact details of two current referees. Please also confirm your availability for the entire period of the temporary vacancy. A Position Description is attached for your information.

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

**Workplace Safety and Industrial Relations
Public Sector Work Health Safety and Wellbeing
Manager**

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 36328)

Gazetted: 09 January 2019

Closing Date: 23 January 2019

Details: The Workplace Safety and Industrial Relations Division has got an exciting year ahead to deliver initiatives to support the Work Health, Safety and Wellbeing of ACT Government employees. This Manager will play a key role in developing and delivering the messages and resources to advertise and share work health, safety and wellbeing messages across the ACT Public Service. We are seeking someone who has an understanding of (WHS) and has a genuine interest to support people to be healthy and safe in our workplaces and can develop resources that promote the role of work in keeping people safe and healthy. We are seeking someone who can work on multiple and varied projects and use a variety of traditional and digital communications to deliver our programs and messages. 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, 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. Selection may be based on application and referee reports only. 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 a resume, a one page response to the Selection Criteria and a one page pitch detailing how you would 'sell' work health, safety and wellbeing messages to the ACT Government workforce.

Contact Officer: Rebecca Parton (02) 6205 9482 rebecca.parton@act.gov.au

Community Services

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

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

Children, Youth and Families

Child and Youth Protection Services

Operational Policy Audit and Compliance officer

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 16552)

Gazetted: 07 January 2019

Closing Date: 22 January 2019

Details: Child and Youth Protection Services (CYPS) is looking for an experienced Operational Policy Audit and Compliance Officer to join our team. The Operational Policy Audit and Compliance Officer position is focused on supporting the continuous improvement of CYPS practice and decision making. The position will, depending on operational demand, be focused on either audit and compliance or operational policy activities. The Operational Policy Audit and Compliance Officer activities include conducting case reviews; practice reviews; audits to identify gaps in policies and procedures; and development of strategies and processes to improve CYPS practice; and maintain legislative compliance. The Operational Policy Audit and Compliance Officer activities include the identification, development and implementation of operational policy, procedures and practice that meets our statutory requirements while improving our ability to deliver a strong client focussed service.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. 2 years' experience in human service delivery. Relevant tertiary qualifications in policy, project management, change management or related discipline.

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

How to Apply: All applications, including application coversheet, your written response to selection criteria, resume and referee report (if required) must be submitted to Shared Services (unless otherwise specified in the vacancy advertisement).

Applications should be sent to: jobs@act.gov.au. For more information on how to apply go to <https://www.jobs.act.gov.au/how-we-hire/prepare-your-application>

Contact Officer: Kate Collins (02) 6205 2625 kate.collins@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Operational Policy Audit and Compliance Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 32140)

Gazetted: 07 January 2019

Closing Date: 22 January 2019

Details: Child and Youth Protection Services (CYPS) is looking for an experienced Operational Policy Audit and Compliance Officer to join our team. The Operational Policy Audit and Compliance Officer position is focused on supporting the continuous improvement of CYPS practice and decision making. The position will, depending on operational demand, be focused on either audit and compliance or operational policy activities. The Operational Policy Audit and Compliance Officer activities include conducting case reviews; practice reviews; audits to identify gaps in policies and procedures; and development of strategies and processes to improve CYPS practice; and maintain legislative compliance. The Operational Policy Audit and Compliance Officer activities include the identification, development and implementation of operational policy, procedures and practice that meets our statutory requirements while improving our ability to deliver a strong client focussed service.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. 2 years' experience in human service delivery. Relevant tertiary qualifications in policy, project management, change management or related discipline.

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

How to Apply: All applications, including application coversheet, your written response to selection criteria, resume and referee report (if required) must be submitted to Shared Services (unless otherwise specified in the vacancy advertisement).

Applications should be sent to: jobs@act.gov.au. For more information on how to apply go to <https://www.jobs.act.gov.au/how-we-hire/prepare-your-application>

Contact Officer: Kate Collins (02) 6205 2625 kate.collins@act.gov.au

Office of the Director-General

Executive

Executive Officer to the Deputy Director-General

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 35627)

Gazetted: 09 January 2019

Closing Date: 23 January 2019

Details: An opportunity exists for a highly motivated Executive Officer to support the work of the Deputy Director-General. The Community Services Directorate (CSD) Executive Unit is seeking an individual who is keen to work in a fast paced environment to support the Deputy Director-General and wider work of the directorate across all CSD portfolio areas. This will include engagement with Ministerial Offices. We are looking for an Individual who can provide high level advice and executive support to the Deputy Director-General; coordinate briefs and advice, and manage the advisory and briefing workflow, with attention to detail for quality, timeliness, accuracy and consistency; manage issues of sensitivity and confidentiality and prepare written correspondence and briefs; facilitate effective engagement with Ministers' staff, national and state/territory, ACT Government and non-government agencies, as well as community and private sector stakeholders; foster and support positive and productive relationships with all areas of CSD and ACT Government directorates; provide secretariat services to a

range of executive led meetings; and model behaviours consistent with ACT Government Values of respect, integrity, innovation and collaboration. CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds

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

How to Apply: Applicants are requested to submit their resume, completed Application Coversheet and application statement, of no more than four pages to jobs@act.gov.au.

Contact Officer: Neil Finch (02) 6207 6757 neil.finch@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

Service Design and Delivery

Student Engagement

Occupational Violence and Complex Case Management Team

Case Coordinator

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 38510)

Gazetted: 04 January 2019

Closing Date: 18 January 2019

Details: The Student Engagement branch provides support to schools and students through capacity building, program development and policy implementation advice, in collaboration with parents and the community. The Occupational Violence and Complex Case Management Team, within this branch supports schools respond and plan for complex incidents with a risk management lens. These matters often involve staff and/or staff safety issues, challenging and complex behaviours of students, parents or staff, persistent complaints and multiple competing interests. We are seeking a person with an in depth understanding of work place health and safety legislation, policy and practices in an educational context, ability to collate and analyse data and information to provide recommendations action plans associated with providing support to students with complex needs and highly developed communications skills.

Note: This is a full time permanent position commencing as soon as possible. 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.

How to Apply: Applicants should provide a Curriculum Vitae, Application Coversheet and responses to the Selection Criteria to jobs@act.gov.au.

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

Service Design and Delivery

Student Engagement

Occupational Violence and Complex Case Management Team

Incident Reporting Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 12982)

Gazetted: 04 January 2019

Closing Date: 18 January 2019

Details: The Student Engagement branch provides support to schools and students through capacity building, program development and policy implementation advice, in collaboration with parents and the community. The Occupational Violence and Complex Case Management Team, within this branch supports schools respond and plan for complex incidents with a risk management lens. These matters often involve staff and/or staff safety issues, challenging and complex behaviours of students, parents or staff, persistent complaints and multiple competing interests. We are seeking a person with understanding of work place health and safety legislation, policy and practices in an educational context, excellent oral and written communication skills and well developed organisational skills with the ability to work in a team and individually to meet deadlines.

Note: This is a full time permanent position commencing as soon as possible. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next twelve months.

How to Apply: Applicants should provide a Curriculum Vitae, Application Coversheet and responses to the Selection Criteria to jobs@act.gov.au.

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

Security and Emergency Management Branch

Policy and Secretariat Services Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 14862, several)

Gazetted: 03 January 2019

Closing Date: 17 January 2019

Details: The Security and Emergency Branch (SEMB) in the Justice and Community Safety Directorate is seeking to recruit a professional and motivated policy and secretariat support officer who can drive outcomes and provide effective support to a number of committees supported by SEMB. What we do; SEMB is responsible for the development of strategic whole of government policy on counter-terrorism, emergency management, protective security and critical infrastructure protection. SEMB works to and supports several ACT committees that coordinate security and emergency matters across the ACT, including the Security and Emergency Management Senior Officials Group, a whole of Government Committee consisting of Director-Generals and other senior ACT officials including the ESA Commissioner and the Chief Health Officer. Given SEMB central role in security and emergency management policy, SEMB works closely with other ACT directorates and agencies to ensure that it presents an integrated view on policy issues. The successful candidate will have a key role in the work of SEMB and will instrumental in ensuring that the work of the Committees are effectively managed and progressed. Under the supervision of the Senior Policy Officer or Senior Officer Grade A (depending on level of the successful candidate) you will: Develop policy that supports the work of committees managed by SEMB; Coordinate a whole of Government approach to national security and emergency management policy; Prepare papers on policies to enable discussion or decision-making; Develop and implement a schedule for committee meetings that is well planned, coordinated and compliant with committee terms of reference; Monitor, support and report on the achievement of deadlines association with the clearance and distribution of meeting agendas, papers and minutes and action for upcoming meetings; Prepare and circulate meeting agenda for approval and distribution within timeframes; Liaise with stakeholders to ensure meeting papers are received according to timeframes; Draft meeting papers on a variety of security and emergency management topics, including out of session items; Review meeting papers for quality and prepare meeting packs; Coordinate the preparation of meeting logistics including venue, materials and refreshments and take and prepare meeting minutes, actions arising and circulate to members to report and track progress. Provide general administrative support to the other policies and programs managed by SEMB. 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 ASAP until 4 October 2019 with the possibility of an extension up to less than 12 months and/or permanency. Selection may be based on application and referee reports only.

How to Apply: If you are interested in the position please send your Curriculum Vitae, a pitch on why you think you are the best person for the job and the details of two referees. Your pitch should specifically address the Selection Criteria within the Position Description and demonstrate your capacity to perform the duties and responsibilities at the specified classification. The pitch should include examples of work you have undertaken that demonstrate your ability to undertake this role. Your suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities of the role.

Contact Officer: Sunila Srivastava (02) 6207 4224 sunila.srivastava@act.gov.au

Emergency Services Agency

ACT State Emergency Service

Community Liaison Coordinator

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 07765)

Gazetted: 08 January 2019

Closing Date: 22 January 2019

Details: ACT State Emergency Service (ACTSES) is seeking applications for the role of Community Liaison Coordinator. The successful applicant will possess sound organisational and communication skills and the ability liaise with a diverse range of community members. The successful applicant will work as part of a team to deliver outcomes and meet key objectives, have a good understanding of community needs and experience in working with a volunteer workforce including the processes associated with recruitment and membership into the ACTSES. The successful applicant will also have the ability to work in a complex, changing environment. The successful applicant will report directly to the Manager, Policy and Planning. 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: This position requires after hours commitments. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: This position is a temporary position available ASAP for an initial period of six months with the possibility of extension up to less than 12 months. Selection may be based on application and referee reports only. 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.

How to apply: Interested applicants should provide a pitch in response to the following questions: 1) Provide details of your experience in working with members of the community, volunteers or a diverse group of people and your achievements. 2) Outline your experience in managing competing priorities and how you manage the expectations of others to achieve outcomes. 3) Outline your experience in developing and maintaining effective working relationships. Maximum 250 words per question response. Applicants are also required to submit a completed Application Coversheet with their pitch and a current curriculum vitae including the details of two referees.

Contact Officer: Richelle Larkins (02) 6205 8692 richelle.larkins@act.gov.au

Corporate

Governance

Ministerial Services Unit

Assistant Cabinet Liaison Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 42700)

Gazetted: 08 January 2019

Closing Date: 22 January 2019

Details: The Justice and Community Safety Directorate, Ministerial Support Unit is seeking a highly motivated, organised, flexible and energetic team member who has the capacity to adapt quickly to a new work environment. This is an exciting opportunity to further develop your knowledge and understanding of the Justice and Community Safety Directorate, Cabinet processes and protocols and the coordination and flow of information between the Directorate, Minister's Office and Cabinet Office.

How to Apply: Please submit your application addressing the Selection Criteria (no more than one page per criteria) stating relevant skills and experience, Curriculum Vitae and two referee reports.

Contact Officer: Prue Warren (02) 6205 1199 prue.warren@act.gov.au

Security and Emergency Management Branch

Legal Policy and Project Officer

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 35391)

Gazetted: 03 January 2019

Closing Date: 31 January 2019

Details: The Security and Emergency Management Branch (SEMB) in the Justice and Community Safety Directorate is seeking to recruit an experienced, professional and motivated legal policy officer to undertake complex legal policy projects in security and emergency management. What we do; SEMB is responsible for the development of strategic whole of government policy on counter-terrorism, emergency management, protective security and critical infrastructure protection. SEMB also provides high level policy advice and secretariat support to several

ACT committees that coordinate security and emergency matters across the ACT, including the Security and Emergency Management Senior Officials Group, a whole of Government Committee consisting of Director-Generals and other senior ACT officials including the ESA Commissioner and the Chief Health Officer. Given SEMB central role in security and emergency management policy, SEMB works closely with other ACT directorates and agencies to ensure that it presents an integrated view on policy issues. The successful candidate will have a key role in the work of SEMB and will be instrumental in ensuring that ACT legislation and legal policy supports the ACT in meeting current and future security and emergency management challenges. Under the supervision of the Deputy Director and Senior Director, the Legal Policy and Project Officer will; Undertake legal project and policy work on security and emergency management matters of a more complex nature, including progressing legislative amendments; Perform research on legal matters; Prepare legal documents, Ministerial briefings, Cabinet Submissions and to achieve objectives; Review and provide advice on legal policy and program proposals of the Australian Government and other jurisdictions; Collaborative with other areas in Justice and Community Services (JACS) and the ACT Government on legal policy and project matters; Brief Executives on legal matters, and maintain records in accordance with the *Territory Records Act 2002*. Contribute to and support the other security and emergency management functions of SEMB. The successful candidate will possess high level research, critical thinking, analytical and written skills and demonstrated experience in a legal policy role. He/she will have an ability to manage competing priorities and maintain excellent working relationships with stakeholders across the ACT, Commonwealth and in other jurisdictions. He/she will take responsibility for progressing their work and driving tangible outcomes. Your suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities of 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 up to less than 12 months with possibility of permanency. Selection may be based on application and referee reports only

How to Apply: If you are interested in the position please send us your Curriculum Vitae, a pitch on why you think you are the best person for the job and the details of two referees. Your pitch should specifically address the Selection Criteria within the Position Description and demonstrate your capacity to perform the duties and responsibilities at the specified classification. The pitch should include examples of work you have undertaken that demonstrate your ability to undertake this role.

Contact Officer: Sunila Srivastava (02) 6207 4224 sunila.srivastava@act.gov.au

Suburban Land Agency

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

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

Finance

Management

Finance Business Partner

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 38934)

Gazetted: 07 January 2019

Closing Date: 21 January 2019

Details: An exciting opportunity has become available within one of the ACT Government's most exciting agencies. This diverse role offers a unique opportunity to work in a hybrid commercial and government setting. The Suburban Land Agency is looking for a finance professional who enjoys a fast paced, dynamic environment. On offer is a Finance Business Partnering opportunity, focussing on providing strategic financial and taxation advice and support to the business on complex tenders, land sales, transfers of land and project feasibilities and modelling. The ideal candidate will be degree and CPA/CA qualified, with experience in providing strategic financial, and taxation advice, preferably in a project or land development environment. It is essential that you have well developed communication skills with a strong focus on stakeholder management. If you are a confident professional who is capable of leading and influencing others and thrives on challenges, we would like to hear from you. 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 with the possibility of extension and/or permanency. Selection may be based on application only. An order of merit may be established to fill future vacancies at level over the next 12 months.

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: Applicants are asked to address the Selection Criteria limiting the response to a maximum of four A4 pages, contact details of at least two referees and a current Curriculum Vitae.

Contact Officer: Nicole Munyard (02) 6207 2981 nicole.munyard@act.gov.au

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

People and Culture

Workforce Relations

Director Employee Advocate

Senior Officer Grade A \$137,415, Canberra (PN: 25610)

Gazetted: 10 January 2019

Closing Date: 24 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 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 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: The Employee Advocate will report directly to the CEO of the Health Service, and will work directly with the Director-General of the Health Directorate. This position will play a key role in providing sound and considered advice to employees within Canberra Health Services whilst ensuring that the legislative requirements in relation to employment frameworks are adhered to. While the Employee Advocate role is an autonomous role you will work closely with all areas of the People and Culture Branch in particular the Employee Services team who provide employee relations services, support and advice to employees within CHS. The main responsibilities of the role of Employee Advocate will be to; Provide high level and considered advice to employees who are experiencing bullying or interpersonal issues in the workplace in accordance with relevant legislation; consult and liaise with external community agencies/groups that may be engaged to resolve workplace issues or conflict; contribute to positive outcomes through leadership and accountability. This is a unique opportunity for a high energy professional interested in playing a key role within CHS.

Eligibility/Other Requirements: Highly Desirable: A tertiary qualification in Social Work and extensive knowledge of and experience in conflict resolution. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Janine Hammat (02) 6124 9631 janine.hammat@act.gov.au

People and Culture

Workforce Relations

Director Business Partnerships

Senior Officer Grade A \$137,415, Canberra (PN: 27957)

Gazetted: 10 January 2019

Closing Date: 24 January 2019

Details: About us: Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range publicly funded health facilities, programs and services including but not limited to: The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services; University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services; three Walk-in Centres: which provide free treatment for minor illness and injury; six community health centres: providing a range of general and specialist health services to people of all ages; a range of community based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The People and Culture Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS. Working closely with CHS Divisions, the People and Culture portfolio delivers strategically-aligned workforce solutions in areas including people policy and strategies, change management, human resource management, organisational development, diversity and inclusion, general clinical and leadership training, workforce planning, industrial and employee relations, pay and benefits, rewards and recruitment. The Division also plans, designs, communicates and monitors CHS Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable CHS to deliver on its strategic agenda. Overview of the work area and position: The Director, Business Partnerships will work closely with executive and management teams to deliver integrated HR and people development strategies, to assist the CHS in achieving an engaged and high performing workforce. Working as a member of the People and Culture Executive, the Director, Business Partnerships will lead a team of Human Resources (HR) Professionals to provide business focused strategic HR advice to line managers and Executives within the CHS. This position is responsible for leading an HR team which builds capacity within leadership teams, supporting Executive Directors, managers and clinical leaders to develop, implement and lead HR strategies, and interpreting CHS strategic plans to the local level. As a key leader within the People and Culture Branch, Director, Business Partnerships will collaborate with leaders across CHS to drive an agency wide positive workplace culture focused on performance. This position plays a critical role brokering HR services from the 'Centres of Expertise', to provide an integrated and client focused approach, managing client relationships on behalf of the Division. Critical to the success of the Business Partnership team is the ability to balance the need for consistency, and the importance of local, responsive and flexible approaches to HR services, advocating for and on behalf of the client, while representing the interests of the People and Culture Division. Eligibility/Other Requirements: Desirable: Degree qualification in related field or equivalent experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Contact Officer: Janine Hammat (02) 6124 9631 janine.hammat@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Assistant Director of Nursing

Registered Nurse Level 4.2 \$122,486, Canberra (PN: 28555)

Gazetted: 10 January 2019

Closing Date: 31 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. Overview of the work area and position: The Primary Health Team is a part of the Mental Health, Justice Health, Alcohol and Drug Services

(MHJHADS) Division which is a contemporary evidence-based service providing high quality primary health care, within Canberra's custodial and secure mental health environments. The service aims to provide collaborative, equitable and comprehensive health care that involves the patient and other key stakeholders and services. At this level you will provide senior leadership for the clinical and administrative operations of the Primary Health team. This includes the day-to-day management of human, financial and material resources allocated to ensure the provision of safe, efficient, cost-effective and high quality health care services.

Eligibility/Other Requirements: Mandatory: Registration with the National Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA). Minimum 12 months leadership/management experience. Desirable: Previous management experience within a health setting. Holds or is working towards post graduate management qualifications. A 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
Contact Officer: Dannielle Nagle (02) 5124 1811 dannielle.nagle@act.gov.au

Clinical Services

ACT Trauma Service

Surgical and Oral Health

Data Manager

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 34371)

Gazetted: 10 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 Service's Quality Strategy and government priorities, and aligning them with Canberra Health Service's 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 Canberra Health Services HHfdHealth 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. 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 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), TCH 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 Data Manager is responsible for the timely entry of data into the Collector State Trauma Registry (or other appointed trauma registry in its place). The role involves assisting with the data extraction and collection process, in conjunction with the Trauma Nurse Coordinator, and is responsible for ensuring the accuracy and the quality of trauma data and bears a substantial role in the preparation, the analyses and the provision of reports to both internal and external stakeholders. The role also entails delivering high quality contributions to trauma analyses with the supervision of experienced researchers.

Eligibility/Other Requirements: Mandatory: Registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Three years full time post registration in

Nursing and experience and demonstrated competence (knowledge, skills and attitude) within the relevant speciality. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with CHS Occupational Assessment, Screening and Vaccination policy (OMU).
Contact Officer: Georgia Gotts (02) 5124 2793 georgia.gotts@act.gov.au

Clinical Services

Pathology

Haematology

Senior Scientist Immunophenotyping

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 21259)

Gazetted: 10 January 2019

Closing Date: 24 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.

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 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. ACT Pathology is a division of the Canberra Hospital and Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. Overview of the work area and position: ACT Pathology is a division of the Canberra Hospital and Health Service offering a diagnostic Pathology service to the ACT and surrounding region. The Haematology Laboratory is a tertiary facility performing flow cytometry as applied to Immunophenotyping for the investigation of haematological malignancy, and immunological disorders. Under the Direction of the Haematology Manager, the Senior Scientist is responsible for the provision of the department's Immunophenotyping services. The role requires some experience in autologous peripheral blood stem cell and bone marrow transplant procedures. The role also requires a current working knowledge of haematology, morphology and continuing accreditation requirements is essential. The Senior Scientist position is one part of a multi-disciplinary team within the department, and will require supervision and teaching of some staff.

Eligibility/Other Requirements: Mandatory: Tertiary qualification (or equivalent) in Medical Science, Pathology or alternate relevant field. Desirable: A post graduate qualification (or equivalent) in a relevant field. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with CHS Occupational Assessment, Screening and Vaccination policy (OMU).

Note: This is a temporary part-time position at 14.7 (two days per week) hours per week and the full-time salary noted above will be paid pro-rata. ACT Pathology laboratories are located at both the Canberra Hospital and Calvary Hospital and operate 24 hours, seven days a week all year round, shift work will be required.

Contact Officer: Kerrie Andriolo (02) 5124 2034 kerrie.andriolo@act.gov.au

Clinical Services

Mental Health Justice Health Alcohol and Drug Services

Child and Adolescent Mental Health Services

Health Professional Level 3

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 17715)

Gazetted: 10 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. 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: Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. The CAMHS community teams are made up of multi-disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to Health Professional 1 and Health Professional 2 clinicians. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: For Occupational Therapy: Be registered or eligible for registration with Occupational Therapy Board of Australia; eligibility for professional membership of Occupational Therapy Australia; minimum of three years (ideal five years) post qualification and must hold a current driver's licence. For Psychology: Be registered or be eligible for general registration with Psychology Board of Australia; minimum of three years (ideal five years) post qualification and must hold a current driver's licence. Highly Desirable: Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students. For Social Work: Degree in Social Work; eligibility for membership of the Australian Association of Social Workers; registration or eligibility for registration under the *Working with Vulnerable People Act 2011*; minimum of three years (ideal five years) post qualification and must hold a current driver's licence. Highly desirable for all disciplines: Experience in working with children and young people. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health professionals; 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 full-time permanent position is based at CAMHS South. Please note that part-time hours won't be considered. An order of merit will be established from this process and may be used to fill future identical full time permanent vacancies in either the North or South Community Teams within a 12 month period.

Contact Officer: Elloise Barry (02) 6205 1469 elloise.j.barry@act.gov.au

Clinical Services

ACT Pathology

Haematology

Senior Scientist Coagulation

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 26299)

Gazetted: 10 January 2019

Closing Date: 31 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 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 CHS 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: ACT Pathology laboratories are located at both the Canberra Hospital and Calvary Hospital and operate 24 hours, seven days a week all year round, shift work will be required. The Haematology laboratory is a tertiary facility performing highly complex time consuming investigations in the areas of Haemostasis, Immunophenotyping, Bone Marrow Transplant, Haematology, Morphology and Transfusion on difficult patients with a wide range of co-morbidities. The Coagulation section of the department provides a wide range of routine and complex coagulation and platelet function assays. The department provides Pathology and testing support for the Haemophilia treatment centre based at the Canberra Hospital. Under broad direction, you will play a key role in day to day supervision, performing complex testing, instrument trouble shooting, KPI monitoring, quality control monitoring, maintaining manuals and training programs for staff in the Coagulation area of the laboratories at Canberra and Calvary Hospitals.

Eligibility/Other Requirements: Mandatory: A Science Degree or equivalent qualifications. Desirable: A relevant post Graduate or professional qualification would be an advantage. Experience of four years in Haematology with a focus in coagulation would be advantageous. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination.

Contact Officer: Kerrie Andriolo (02) 5124 2034 kerrie.andriolo@act.gov.au

Clinical Services

University of Canberra Hospital

Rehabilitation, Aged and Community Care

Executive Assistant

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 17633)

Gazetted: 10 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 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. Canberra 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 CHS providing multidisciplinary Rehabilitation, Aged and Community based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect the organisation's values: care, excellence, collaboration, and integrity. A number of RACC services work collaboratively with patients, their carers and other services within and external to Canberra Health Services. The Executive Assistant is responsible for providing high level administrative support to the Executive Director, Rehabilitation, Aged and Community Care (RACC). The position supports the Executive Director on day-to-day matters and is part of the Executive support team with the Executive Officer, RACC. The position is based at University of Canberra Hospital but may be required to support the Executive Director, RACC at other Canberra Health Services locations.

Eligibility/Other Requirements: Desirable: Proficiency in the use of TRIM. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Lisa Wilson (02) 5124 0226 lisa.wilson@act.gov.au

Clinical Services

Clinical Support Services

Medical Physics and Radiation

Medical Physics Registrar (Radiation Oncology)

Medical Physics Registrar \$65,306 - \$87,475, Canberra (PN: 13457)

Gazetted: 10 January 2019

Closing Date: 24 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 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. Canberra Health Services 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) and Pharmacy. Overview of the work area and position: The Medical Physics and Radiation Engineering (MPRE) team is responsible for the safety and quality (accuracy and precision) of clinical / non-clinical radiological and nuclear equipment, facilities and procedures. MPRE contributes technical and scientific support to clinical and research staff enabling efficient use of resources for the diagnosis, treatment and research of disease using medical radiation. MPRE provides a small number of direct healthcare consumer services. The broad areas of MPRE services are: Radiation safety, teaching and research; Brachytherapy Physics; Teletherapy Physics; Molecular and Nuclear Medicine Physics; Radiology Physics; Radiation Engineering; and mould room manufacturing. Medical radiation equipment and facilities need to be managed by Canberra Health Services so that it meets its legislative and standard of care requirements. Access to medical physicists and radiation engineers is essential for standards to be met and for Canberra Health Services to maintain eligibility for Medicare reimbursement of medical radiation procedures. Under broad direction and supervision, you will play a key role in the MPRE team in providing day to day medical physics support services to users of medical radiation and related systems across Canberra Health Services including, but not limited to, Radiation Oncology and Medical Imaging. You will perform complex work and have a high level of management responsibility.

Eligibility/Other Requirements: Mandatory: Be eligible for enrolment with the Australasian College of Medical Physicists and Engineers in Medicine (ACPSEM) in the ACPSEM Training Education and Assessment Program (TEAP) for Radiation Oncology Medical Physics. Post graduate qualification or equivalent in physics, tertiary qualifications or equivalent in physics, eligibility for membership of the ACPSEM. Desirable: Be enrolled in the ACPSEM Training Education and Assessment Program (TEAP) for Radiation Oncology Medical Physics. Have experience in Radiation Oncology Medical Physics. Hold a PhD in medical physics as applied to radiation oncology. Have experience relevant to radiation safety and laser safety, preferably in a hospital environment. Have experience working in medical physics in a clinical environment. Hold a 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*. Comply with ACT Health credentialing requirements for allied health professionals. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary position available until February 2022. Selection may be based on written application only.

Contact Officer: Ben Cooper (02) 5124 2256 ben.cooper@act.gov.au

Clinical Services

Women, Youth and Children

Women and Babies

Intake Midwife

Registered Midwife Level 1 \$63,548 - \$84,888, Canberra (PN: 31458)

Gazetted: 10 January 2019

Closing Date: 24 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 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 CHS 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. The Division of Women, Youth and Children offers a range of primary, secondary and tertiary services across the acute and community based sectors. This Intake position is within the maternity services unit at the Centenary Hospital for Women and Children, at The Canberra Hospital. Overview of the work area and position: The Centenary Hospital for Women and Children is a tertiary centre for the ACT and surrounding regional areas providing specialised maternity care to high risk and vulnerable women and babies, along with maternity care for low risk well women and babies. The Intake Midwife is responsible for coordinating safe, efficient and timely access to maternity services across the Centenary Hospital by facilitating woman centred referral management, working collaboratively with the Multidisciplinary Team. Under broad direction, the Registered Midwife role plays a key role in enabling appropriate access to maternity services, responsible for providing support to the administration team with regards to Intake and referral management.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration as a Midwife with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Sound understanding and previous experience providing clinical assessments and triage from written and/or telephone referrals. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check; Be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Julianne Nissen (02) 5124 7368 julianne.nissen@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Rehabilitation Unit

Registered Nurse, Mental Health

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 26409)

Gazetted: 10 January 2019

Closing Date: 24 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 provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services 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. The Mental Health, Justice Health, 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 and Dhulwa Mental Health Unit. Overview of the work area and position: The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is the largest rehabilitation centre in the ACT and surrounds, with capacity for 140 inpatient beds, 75 day places and additional outpatient services. The hospital will bring together rehabilitation services and specialist staff from many locations across Canberra into one purpose-built location—making it easier for people to access the services they need. On 17 July 2018 two services within Specialty Mental Health services opened at the University of Canberra Hospital; a 20 beds Adult Mental Health Rehabilitation Unit (AMHRU) and a 25 day places Adult Mental Health Day Services (AMHDS). AMHRU is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. The AMHDS will be located adjacent to AMHRU at UCH, and will focus upon step-down programs, pharmacotherapy, psychological therapies and healthy living skills. Service delivery for both services is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers and other key stakeholders. Under the general direction of the AMHRU Clinical Nurse Consultant, the Registered Nurse role within AMHRU is responsible for the provision of individual and group rehabilitation and healthy lifestyle programs with the aim of graduated community re-integration. This involved completing assessments, providing pharmacotherapy, and evidence based and person centred care within a recovery orientated and therapeutic environment. The Registered Nurse role is required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Enrolled Nurses. The role is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Peer Workers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements: Mandatory: Be registered (or be eligible for registration) as a Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Post Graduate Qualification (or equivalent) in Mental Health Nursing, or working towards. Previous experience of working in a mental health setting. Current driver's licence. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy (Category A position).

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

Contact Officer: Susan Jacques (02) 5124 0220 susan.jacques@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services

Occupational Therapy/Psychology/Social Work

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 41198)

Gazetted: 10 January 2019

Closing Date: 24 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. 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 CHS 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. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services (ACT Wide MHS); Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services (JHS). Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. The CAMHS community teams are made up of multi-disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to Health Professional 1 Clinicians. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: For Occupational Therapy: Be registered or eligible for registration with Occupational Therapy Board of Australia. Eligibility for professional membership of Occupational Therapy Australia. For Psychology: Be registered or be eligible for general registration with Psychology Board of Australia. For Social Work: Degree in Social Work. Eligibility for membership of the Australian Association of Social Workers. Mandatory for all disciplines: Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service. Must hold a current driver's licence. Highly desirable for all disciplines: Experience in working with children and young people. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals. Comply with CHS occupational screening requirements related to immunisation

Note: The successful candidate will be required to; Be available to work within all program areas of CAMHS as service needs arise. Be available for weekend and on call work when necessary. This is a full-time permanent position available at CAMHS South. An Order of Merit may be used to fill future identical full-time permanent vacancies in either the North or South Community Teams within a 12 month period.

Contact Officer: Elloise Barry (02) 6205 1469 elloise.j.barry@act.gov.au

Clinical Services

University of Canberra Hospital

Physiotherapist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 20164)

Gazetted: 10 January 2019

Closing Date: 21 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. Overview of the work area and position: 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. 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, 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 RACC Physiotherapy service is a dynamic team of physiotherapists and allied health assistants. We work to enhance function, activity, and independence for patients. We treat and manage clients requiring rehabilitation with a range of conditions, including neurological disorders, amputations, musculoskeletal injuries and the elderly. There are a wide variety of working environments across this service including the hospital setting, community health centres, and transitional therapy and rehabilitation units. Successful applicants will be required to work at any of these locations. The position will initially be located within the Brindabella Rehabilitation Service, providing direct clinical care in an outpatient setting. Under supervision, you will provide high quality patient centred care in a variety of settings. The overall functions of a physiotherapist under professional supervision include: Delivering positive patient outcomes through the provision of high quality patient centred care. Delivering individual and group treatment sessions. Applying knowledge, skills, professional judgement, and initiative in the delivery of routine services.

Eligibility/Other Requirements: Mandatory: Be registered with the Physiotherapy Board of Australia (AHPRA). Degree in Physiotherapy, or equivalent qualification. A 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*. Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals; and undergo staff screening and protection against specified infectious diseases.

Note: This position may be required to participate in overtime, on call, and/or rotation roster. An order of merit will be established for filling temporary, casual or permanent positions at level within the next 12 months from this process.

Contact Officer: Tegan Reid (02) 51240079 tegan.reid@act.gov.au

Clinical Support Services

Pharmacy

Pharmacy Services

Rotational Pharmacist

Health Professional Level 2 \$61,784 - \$84,816 (this position attracts an Attraction and Retention Incentive), Canberra (PN: 33533, several)

Gazetted: 10 January 2019

Closing Date: 24 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 for CHHS which includes ensuring the delivery of Canberra Health Services' Quality Strategy and government priorities aligning them with Canberra Health Services' 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. Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Clinical Support Services (CSS) division provides support services across the clinical divisions within Canberra Hospital and Healthcare Services. CSS encompasses a mix of disciplines, including: Pharmacy; Biomedical Engineering; Acute Support Services; Medical Physics and Radiation Engineering and Nursing Operational Support. Overview of the work area and position: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. The pharmacy team charter is *"Our competent and professional team will provide a contemporary and*

forward thinking pharmacy service that gives the best patient focused care possible and is valued by the Canberra Health Services community". Under the broad direction of the Lead Pharmacists and Deputy Director of Pharmacy (Clinical), the Pharmacist will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centred service. The responsibility of this position is to provide clinical and operational pharmacy services across CHHS which may include off site facilities. The position holder will also integrate into the CHHS Pharmacy team and will provide a range of pharmacy services on a casual basis.

Eligibility/Other Requirements: Be registered (or be eligible for registration) as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA). Post-registration experience of working within the hospital pharmacy setting. Highly Desirable: The Society of Hospital Pharmacist of Australia (SHPA) membership. Completion of the SHPA Foundation Residency Program. Current driver's licence. Prior to commencement successful candidates may be required to: Undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Comply with Canberra Health Services credentialing for Allied Health professionals. Provide a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: An attractive remuneration package will be available to the selected candidate in accordance with the ACT Public Service Health Professionals Enterprise Agreement, comprising salary and an Attraction and Retention Incentive (ARIn) in the range of \$79,398 – \$88,724, exclusive of superannuation.

Contact Officer: Hamed Lane (02) 5124 2121 hamed.lane@act.gov.au

**Mental Health, Justice Health, Alcohol and Drug Services
Rehabilitation and Specialty Mental Health Services**

Peer Recovery Worker

Allied Health Assistant 3 \$61,115 - \$67,825, Canberra (PN: 40164)

Gazetted: 10 January 2019

Closing Date: 24 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 Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The University of Canberra Hospital will provide sub-acute rehabilitation health services to the ACT and surrounding region. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health 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. The Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within Canberra Health Services 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; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Justice Health Services and Dhulwa Mental Health Unit. The University of Canberra Hospital (UCH) is part of the Canberra Health Services' planned network of health facilities designed to meet the needs of our ageing and growing population. Opening in 2018, the hospital will be Canberra's first state of the art purpose-built sub-acute Rehabilitation Hospital providing rehabilitation services for inpatient, aged care, mental health, outpatient and community based services. At full capacity the UCH will have 140 bed overnight beds, 75 day places and additional outpatient services. Overview of the work area and position: The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is the largest rehabilitation centre in the ACT and surrounds, with capacity for 140 inpatient beds, 75 day places and additional outpatient services. The hospital will bring together rehabilitation services and specialist staff from many locations across Canberra into one purpose-built location—making it easier for people to access the services they need. On 17 July

2018 two services within Specialty Mental Health services opened at the University of Canberra Hospital; a 20 beds Adult Mental Health Rehabilitation Unit (AMHRU) and a 25 day places Adult Mental Health Day Services (AMHDS). AMHRU is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio- psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. The AMHDS will be located adjacent to AMHRU at UCH, and will focus upon step-down programs, pharmacotherapy, psychological therapies and healthy living skills. Service delivery for both services is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers and other key stakeholders. As a Peer Recovery Worker you will be working across both AMHRU and AMHDS. The Peer Recovery Worker will also be an integral member of the team and draw on your lived experience of recovery from mental illness in a positive and enlightening way to help and support others who are commencing or progressing through their own journey of recovery. In working collaboratively you may: Facilitate peer-led groups based on a self-development program that focuses on individual strengths and values in aspiring towards personal goals and self-directed change; Assist new persons' in their entry into the service and provide individual support to people focusing on their strengths to achieve identified goals; Undertake assertive outreach to assist people with complex needs. Operational supervision and support will be provided by the Manager of the service as well as by the multidisciplinary team of allied health and nursing professionals. Professional supervision will be provided by a Senior Peer Worker. Professional development opportunities in Peer Work will be made available to the successful applicant. As a Peer Recovery Worker, you will be part of a rapidly growing Peer Workforce throughout MHJHADS. *We encourage all interested candidates to apply irrespective of your capacity to fulfil the advertised hours, as part-time and flexible working arrangements will be considered. Aboriginal and Torres Strait Islander peoples and people from diverse backgrounds are strongly encouraged to apply.* The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Administration Service Officers, Creative Arts Therapists, Aboriginal and Torres Strait Islander Liaison Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements: Mandatory: Direct personal lived experience of a mental health condition with: A positive experience of recovery; and A strategic ability and willingness to disclose personal experience of recovery in order to influence others positively. Minimum of a Certificate IV (ideally, a Certificate IV in Mental Health Peer Work or equivalent in a health related field). Desirable: Experience, paid or voluntary, working in a mental health/addiction or related setting. A 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*. Comply with Canberra Health Services occupational screening requirements related to immunisation. Comply with Canberra Health Services credentialing requirements for allied health staff.

Contact Officer: Susan Jacques (02) 5124 0220 susan.jacques@act.gov.au

Clinical Services

Medicine

Cardiology

Data Entry Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 30619)

Gazetted: 10 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. 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 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. The CHS 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 Cardiology Department is the tertiary diagnostic and therapeutic centre for acute and chronic cardiac diseases for the people of the ACT and surrounding NSW region. Under limited supervision of the Business Systems Officer accurately enter patient's cardiac procedures results into Cardio-base, update doctor's database within Cardio-base and assist with the dispatch of patient results to General Practitioners, Specialists and Medical Records. The successful applicant will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the department and continually apply judgement, intelligence and common sense.

Eligibility/Other Requirements: Desirable: Medical typing experience is desirable as this position attracts a typing allowance. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with CHS Occupational Assessment, Screening and Vaccination policy (OMU)

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

Contact Officer: Leticia Sullivan (02) 5124 8199 leticia.sullivan@act.gov.au

**University of Canberra Hospital
Rehabilitation, Aged and Community Care
Centre for Rehabilitation**

Enrolled Nurse - University of Canberra Hospital

Enrolled Nurse Level 1 \$57,635 - \$61,578, Canberra (PN: 39990)

Gazetted: 10 January 2019

Closing Date: 24 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. The University of Canberra Hospital provides sub-acute rehabilitation health services to the ACT and surrounding region. Canberra Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for the Canberra Hospital acute services is to deliver timely access to effective and safe hospital care services. The Canberra 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. 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: Apply to be part of the team that has established Canberra's first purpose-built rehabilitation hospital. Canberra's first purpose-built rehabilitation hospital supports people recovering from surgery or injury, or experiencing mental illness. The University of Canberra Hospital is a 140 bed sub-acute rehabilitation hospital providing inpatient rehabilitation, aged care rehabilitation, mental health rehabilitation and outpatient and community based rehabilitation services. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within CHS providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. UCH is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Public Hospital (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population. The Enrolled Nurse supports the Registered Nurse in the provision of patient-centred care. Nurses at this level work under the direction and supervision of the Registered Nurse, however at times the Enrolled Nurse retains responsibility for his/her actions and remains accountable in providing patient care.

Eligibility/Other Requirements: Mandatory: Registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Current driver's licence. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Bianca Gonzales (02) 5124 0215 Bianca.Gonzales@act.gov.au

People and Culture

Workforce Relations

Assistant Director - Preliminary Assessments

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: TBA1)

Gazetted: 10 January 2019

Closing Date: 24 January 2019

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Eligibility/Other Requirements: 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 up to six months with the possibility of extensions and/or permanency.

Contact Officer: Janine Hammat (02) 5124 9631 janine.hammat@act.gov.au

Critical Care

Emergency Department

Emergency Department Navigator/Clinical Coordinator

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 22263, several)

Gazetted: 10 January 2019

Closing Date: 24 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. Canberra Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. 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 for CHS which includes ensuring the delivery of Canberra Health Service'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 CHS 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 Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department and Acute Clinical Services Unit (Acute Surgical Unit, Medical Emergency Team and the Early Recognition of the deteriorating patient program).

An opportunity is available for suitably qualified Registered Nurse to apply for a temporary position as a Navigator/Clinical Coordinator in the Emergency Department.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and holds or is working towards a higher degree. Relevant Post Graduate Qualifications are highly desirable. 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: These are temporary position available for a period of up to 12 months. The number of successful applicants will be determined on preferred hours. Successful applicants will be required to work a rotating roster with morning, evening and night shifts seven days a week.

Contact Officer: Nicole Slater 0434845187 nicole.slater@act.gov.au

Quality Safety and Governance

Quality, Safety Innovation and Improvement

Executive Unit

Executive Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 32557)

Gazetted: 10 January 2019

Closing Date: 14 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 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. 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 Quality, Safety Innovation and Improvement Division is focusing on CHS strategic approach to patient safety, quality, governance and risk with a focus on continuous quality improvements. The Division will provide strategic leadership, oversight and advice on CHS Quality approach to deliver Person-Centred, Safe and Effective Care and developing a culture of continuous quality improvement, as well as providing strategic frameworks in quality, governance and risk across CHS. This is achieved through safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation; continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement. Branches within the Quality, Safety, Innovation and Improvement Division are: Clinical Effectiveness; Patient Safety; Patient Experience; Audit, Risk and Compliance; Legal and Insurance.

Eligibility/Other Requirements: Mandatory: Relevant qualifications in Public Sector Management and/or relevant Public Sector experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Denise Lamb (02) 5124 9549 denise.lamb@act.gov.au

Clinical Services

Women, Youth and Children

Community Health Programs

Nutrition Manager

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 28648)

Gazetted: 10 January 2019

Closing Date: 17 January 2019

Details: About us: Canberra Health Services is a values-led health service. 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 provide acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical 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 Women, Youth and Children (WYC) Community Nutrition team works with individuals, families and communities to improve health and wellbeing through delivery of evidence-based nutrition care. Our goal is to support clients to eat well, enjoy nourishing foods and develop a positive relationship with food and their body. We strive to deliver respectful care, working in partnership to meet the expressed needs of the client in a safe environment. Our team provides a range of services including individual dietary assessment, care planning and counselling for infants, children, young people and all women during pregnancy and up to two years after birth, as well as education programs for staff and client groups. The team provides outreach services for the Women's Health Service and Eating Disorders Program and coordinates the School Kids Intervention Program (SKIP) for children with obesity.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications in Nutrition and Dietetics and eligibility for membership of the Dietitian's Association of Australia. 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*. Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals. 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 until October 2019 with the possibility of extension. This position is part-time at 18:22 hours per week.

Contact Officer: Pip Golley (02) 5124 1395 pip.golley@act.gov.au

ACT 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>

Health Systems, Policy and Research

Professional Leadership and Education

General Practice

Senior Research Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 36553)

Gazetted: 10 January 2019

Closing Date: 17 January 2019

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: A position has become available within the Academic Unit of General Practice, located at the Canberra Hospital. The successful candidate will provide high level research assistance to the Professor of General Practice and other research General Practitioners across several concurrent research projects in primary care. Candidates will have a demonstrated high level of competence in quantitative and qualitative research methods related to primary health care; in working closely with stakeholders, managing and analysing data using various software packages and in presentation of research findings and publication.

Eligibility/Other Requirements: Mandatory: A degree in Health or Social Sciences and significant research experience in primary health care in Australia. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: This is a part-time position available at 29:24 hours per week (0.8 FTE, four days) and the full-time salary noted above will be paid pro-rata.

Contact Officer: Kirsty Douglas (02) 6244 4947 kirsty.douglas@act.gov.au

Clinical Services

Office of the ACT Chief Nursing and Midwifery Officer

Clinical Placement Office

Administrative Support Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 42097)

Gazetted: 10 January 2019

Closing Date: 17 January 2019

Details: About us: The ACT Health Directorate is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The ACT Health Directorate 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 Health Directorate's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The Corporate Group provides a range of corporate and strategic support to clinical service areas in the operational areas of financial management, human resources, procurement, facilities management and business services. This extends to maintaining critical physical and technological infrastructure for public hospitals and health services; providing financial and business support services; collating, organising and transforming into information that is communicated to internal and external stakeholders; providing communications and stakeholder engagement support.

Led by a Deputy Director-General, the Corporate Group includes the following functional areas: Audit, Risk and Compliance; Business Support Services; Communications; Digital Solutions Division; Health Infrastructure Services; Health Services Program; People and Culture; Performance, Reporting and Data. Overview of the work area and position: The Clinical Placement Office is part of the Office of the ACT Chief Nursing and Midwifery Officer and coordinates clinical placements for nursing, midwifery, medical and allied health students in accordance with the Deeds and Schedules that exist with education providers. Under the direct supervision of the Clinical Placement Office Manager, the position will provide administrative support to the organisation of clinical placements across the ACT Health Directorate. The position will provide support to clinical staff, students and education providers in relation to queries about the student database system and will assist with auditing and reports.

Eligibility/Other Requirements: Desirable: Previous knowledge and understanding of computer applications and database management. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This position is part-time at 14.70 hours (two days) per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Sian Finch (02) 5124 5127 sian.finch@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

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

Khan Aziz 858-61810, Section 68(1), 2 January 2019

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

Stanley Callaghan 858-64130, Section 68(1), 7 January 2019

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

Krystel Catherine Chevallier 858-61589, Section 68(1), 7 January 2019

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

Alexander Eglitis 835-84995, Section 68(1), 24 December 2018

ORS Inspector 6 \$79,824 - \$91,356

Liam Fowley 844-00668, Section 68(1), 3 January 2019

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

Brenda Ann Gifford 849-00136, Section 68(1), 7 January 2019

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

Sarah Macaulay 858-56704, Section 68(1), 7 January 2019

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

Maxine Monus 858-63883, Section 68(1), 7 January 2019

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

Steven Pullen 857-66290, Section 68(1), 10 January 2019

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

Katherine Frances St Laurent 844-78115, Section 68(1), 7 January 2019

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

Alana Symons 858-63875, Section 68(1), 7 January 2019

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

Carly Van Den Bulk 858-63840, Section 68(1), 2 January 2019

ORS Inspector 6 \$79,824 - \$91,356

Andrew Woolgar 853-79602, Section 68(1), 7 January 2019

Community Services

Health Professional Level 4 \$100,462 - \$108,140

Rachel Chakawodza 853-76807, Section 68(1), 7 January 2019

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

Michelle Neish 853-81112, Section 68(1), 12 December 2018

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

Anna Pieratos 853-81972, Section 68(1), 21 December 2018

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

David Simon 743-59040, Section 68(1), 7 January 2018

Education

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

Cameron Alan Raymond Taylor 843-54091, Section 68(1), 7 January 2019

Justice and Community Safety

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

Toni Cooper 853-81606, Section 68(1), 7 January 2019

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

Ying Qian 858-54098, Section 68(1), 9 January 2019

Transport Canberra and City Services

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

Keith Horwood 858-63373, Section 68(1), 7 January 2019

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

Darren Hughes 858-62901, Section 68(1), 11 December 2018

Administrative Services Officer Class 2 \$52,991 - \$58,513

Alexandra Katherine Martyniak 858-63816, Section 68(1), 20 December 2018

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

Jennifer Plaistowe 858-64093, Section 68(1), 7 January 2019

Suburban Land Agency

Infrastructure Officer 5 \$142,761

David Lawrence 772-79564, Section 68(1), 7 January 2019

Canberra Health Services

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

Charmaine Barratt 853-59257, Section 68(1), 7 January 2019

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

Kylie Caesar 857-93264, Section 68(1), 10 January 2019

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

Melissa Carr 857-92085, Section 68(1), 10 January 2019

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

Kelsey Cook 845-04248, Section 68(1), 9 January 2019

Registered Nurse Level 3.2 \$114,377

Toni Cooper 859-53475, Section 68(1), 7 January 2019

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

Ramon De Ramos 840-48991, Section 68(1), 11 January 2019

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

Kathleen Dean 859-53133, Section 68(1), 10 January 2019

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

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

Medical Physics Specialist \$98,410 - \$136,681

Jeffrey Harwood 858-64106, Section 68(1), 14 January 2019

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

Jelena Jacimovic 848-83786, Section 68(1), 10 January 2019

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

Susan Kulic 859-52368, Section 68(1), 10 January 2019

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

Charlotte Lynch 857-93424, Section 68(1), 10 January 2019

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

Emmett McKenna 857-44622, Section 68(1), 10 January 2019

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

Sela Moala 845-04037, Section 68(1), 14 January 2019

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

Kelli Senior 857-91031, Section 68(1), 11 January 2019

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

Nicole Smith (Robbie) 858-63509, Section 68(1), 7 January 2019

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

Mika Valentino 847-04178, Section 68(1), 10 January 2019

TRANSFERS

Education

Alison Jane Oakleigh: 847-03976

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

Community Services

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

Education, Canberra (PN. 31481) (Gazetted 3 October 2018)

Canberra Health Services

Amy Harney: 821-14174

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. 22430) (Gazetted 1 November 2018)

Nichola Muir: 828-66405

From: Administrative Services Officer Class 2/3 \$52,991 - \$64,616
Canberra Health Services
To: Administrative Services Officer Class 6 \$79,824 - \$91,356
Canberra Health Services, Canberra (PN: 14820)

PROMOTIONS

Canberra Institute of Technology

Health, Community and Science

Children's Education and Care

Sarah Jane Grieves: 788-41141

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. 51887) (Gazetted 15 October 2018)

Chief Minister, Treasury and Economic Development

Workplace Safety and Industrial Relations

Injury Management Team

Melanie Bicket: 848-78370

From: Administrative Services Officer Class 5 \$74,081 - \$78,415
ACT Insurance Authority
To: Administrative Services Officer Class 6 \$79,824 - \$91,356
Chief Minister, Treasury and Economic Development, Canberra (PN. 09150) (Gazetted 25 October 2018)

Access Canberra

Licensing and Registrations and Customer Coordination

Various

Narelle Bramwell: 771-08642

From: Senior Officer (Technical) Grade C \$100,462 - \$108,140
Access Canberra
To: †Senior Officer Grade B \$118,319 - \$133,197
Chief Minister, Treasury and Economic Development, Canberra (PN. 43068) (Gazetted 8 November 2018)

Shared Services

Information and Communications Technology

Technology Services

Benjamin John De Carvalho: 827-53697

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. 14475) (Gazetted 2 July 2018)

Partnership Services

Customer Engagement

Thomas Doyle: 853-73286

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. 40764) (Gazetted 1 January 2000)

Economic Development

Skills Canberra

Engagement and Client Services

Tanya Grant: 827-17194

From: Administrative Services Officer Class 2 \$52,991 - \$58,513

Chief Minister, Treasury and Economic Development Directorate

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 02380) (Gazetted 16 November 2018)

Shared Service ICT

Strategic Business

Portfolio Governance

Efe Momoh: 853-73307

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. 40874) (Gazetted 1 January 2000)

Finance and Payroll Services

Shared Services Finance

Ray Ren: 853-73294

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. 07191) (Gazetted 1 January 2000)

Community Services

Children, Youth and Families

Child and Youth Protection Services

Operations North/South

Rebekah Aguilar: 836-09662

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

Community Services

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

Community Services, Canberra (PN. 07458) (Gazetted 15 May 2018)

Children, Youth and Families

Child Development and Family Programs

Child and Family Centres

Danielle Marie Farlow: 779-11267

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

Community Services

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

Community Services, Canberra (PN. 15638) (Gazetted 20 April 2018)

Housing ACT

Housing and Homeless Strategy

Casey Hanrahan: 853-74692

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

Community Services

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

Community Services, Canberra (PN. 41938) (Gazetted 1 January 2000)

**Housing ACT
Tenancy Management
Client Services**

Elise Hart: 853-73315

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

Community Services

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

Community Services, Canberra (PN. 41939) (Gazetted 1 January 2000)

**Children, Youth and Families
Child and Youth Protection Services
Legal Services**

Catherine Power: 791-40101

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

Community Services

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

Community Services, Canberra (PN. 17395) (Gazetted 26 September 2018)

Education

**Business Services Division
Governance and Community Liaison
Complaints and Liaison Unit**

Helen Booth: 778-98058

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

Education

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

Education, Canberra (PN. 41257) (Gazetted 31 October 2017)

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

Paul Robert Landrigan: 827-40044

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

Education

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

Education, Canberra (PN. 40243) (Gazetted 9 November 2018)

**Office for Schools
South Weston Network
Narrabundah Early Childhood School**

Catherine MacMaster: 843-34779

From: School Assistant 2/3 \$45,058 - \$54,947

Education

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

Education, Canberra (PN. 00593) (Gazetted 8 November 2018)

**School Performance and Improvement
Tuggeranong network
Charles Conder Primary**

Haley Websdane: 846-29718

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

Education

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

Education, Canberra (PN: 41835) (Gazetted 19 November 2018)

Justice and Community Safety

ACT Corrective Services

Custodial Operations

Custodial Operations

James Paterson: 791-54829

From: Correctional Officer Class 2 \$75,888 - \$81,291

Justice and Community Safety

To: Correctional Officer Class 3 \$87,030 - \$92,770

Justice and Community Safety, Canberra (PN. 40760) (Gazetted 27 July 2018)

Emergency Services Agency

ACT Rural Fire Service

Rohan Bernard Scott: 848-75372

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

ACT Rural Fire Service - JACS

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

Justice and Community Safety, Canberra (PN. 41600) (Gazetted 18 October 2018)

Transport Canberra and City Services

Transport Canberra

Transport Canberra Operations

Operations

Baden Burbidge: 138-018

From: Bus Operator \$73,448

Transport Canberra and City Services

To: Transport Officer Grade 3 - ACTION \$95,201

Transport Canberra and City Services, Canberra (PN. A11753) (Gazetted 3 October 2018)

Canberra Cemeteries

Adam Gregory: 835-63609

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 11878) (Gazetted 22 November 2018)

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

City Services

Roads ACT

Traffic Management and Safety

Christopher Neil Pincombe: 848-75217

From: Infrastructure Officer 3 \$100,694 - \$110,536

Transport Canberra and City Services

To: †Infrastructure Officer 4 \$119,340 - \$135,587

Transport Canberra and City Services, Canberra (PN. 46701) (Gazetted 23 October 2018)

City Services

Executive

Danielle Rutter: 835-94202

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

ACT Health

To: †Senior Officer Grade A \$137,415

Transport Canberra and City Services, Canberra (PN. 33274) (Gazetted 21 November 2018)

Canberra Health Services

Canberra Hospital and Health Services

Connie Koh: 847-03693

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 29234) (Gazetted 15 November 2018)

Canberra Hospital and Health Services

Jelena Pavlovic: 848-76594

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 41239) (Gazetted 20 September 2018)

Canberra Hospital and Health Services

Tenielle Sheppard: 847-27046

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 10000) (Gazetted 27 September 2018)

Canberra Hospital and Health Services

Surgery and Oral Health

Susan Wright: 787-50346

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 24093) (Gazetted 27 September 2018)

Canberra Hospital and Health Services

Guojun Zhu: 820-84649

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 19006) (Gazetted 28 August 2018)

ACT Health

Health Systems, Policy and Research

Cassandra Gleadhill: 838-53999

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

ACT Health

To: †Health Professional Level 4 \$100,462 - \$108,140

ACT Health, Canberra (PN. 23945) (Gazetted 1 November 2018)