



ACT Government Gazette

Gazetted Notices for the week beginning 14 January 2016

EXECUTIVE NOTICES

Education and Training Directorate

Variation – Assignment

Rodney Bray – Director (E520) Section 80A(1)(b) of the Public Sector Management Act 1994

Health Directorate

Engagement

Colm Mooney – Executive Director, Project Delivery (E798) Section 72 of the Public Sector Management Act 1994

Territory and Municipal Services Directorate

Engagement

Michael Trushell – Director, ACT NoWaste (E611) Section 72 of the Public Sector Management Act 1994

VACANCIES

Calvary Health Care ACT (Public)

ICT Helpdesk Trainee

ITO Trainee \$45,031, Canberra (PN: Various)

Gazetted: 15 January 2016

Closing Date: 22 January 2016

Details: Full position details can be seen at Calvary Health Care (ACT)'s website: <https://calvary.mercury.com.au/>

Contact Officer: Luke Burdack (02) 6201 6773 luke.burdack@calvary-act.com.au

Neurology Consultant

Specialist Band 1 \$147,465, Canberra (PN: Various)

Gazetted: 15 January 2016

Closing Date: 26 January 2016

Details: Full position details can be seen at Calvary Health Care (ACT)'s website: <https://calvary.mercury.com.au/>

Contact Officer: Miffany Trenery (02) 6264 7129 miffany.trenery@calvary-act.com.au

Occupational Therapist - Team Leader

Health Professional Level 4 \$96,073.00 to \$103,416.00 (Full Time Rate), Canberra (PN: 7024)

Gazetted: 15 January 2016

Closing Date: 4 February 2016

Full position details can be seen at Calvary Health Care (ACT)'s website: <https://calvary.mercury.com.au/>

Contact Officer: Stefanie Pearce (02) 6201 6080 stefanie.pearce@calvary-act.com.au

Peri-Operative Services Manager

Registered Nurse Level 4 Grade 3 \$124,882, Canberra (PN: 7060)

Gazetted: 18 January 2016

Closing Date: 8 February 2016

Full position details can be seen at Calvary Health Care (ACT)'s website: <https://calvary.mercury.com.au/>

Contact Officer: Andrew Mead (02) 6201 6851 andrew.mead@calvary-act.com.au

Chief Minister, Treasury and Economic Development

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

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

Shared Services ICT

Executive

Executive Officer

Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 31273)

Gazetted: 20 January 2016

Closing Date: 27 January 2016

Details: As Executive Officer to the Executive Director Shared Services ICT, the successful applicant will be required to provide high level strategic advice and direct support on matters of governance and government process to the Shared Services ICT executive. In undertaking this role, the successful applicant will also be required to manage, co-ordinate reporting and provide secretarial and administrative support to Shared Services Executive Director and management team.

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

Contact Officer: Gary Davis (02) 6207 6489 gary.davis@act.gov.au

Access Canberra – Construction, Environment and Workplace Protection

Regulatory Compliance

Utilities Technical Regulation

Senior Legal/Technical Coordinator

Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 19264)

Gazetted: 19 January 2016

Closing Date: 2 February 2016

Details: Access Canberra has been set up to make it easier for business, community organisations and individuals to work with ACT Government. The Utilities Technical Regulation team is reforming the technical codes governing the operation of utilities, developing the operational policy settings to support solar farms and other generators and works closely with utilities and other Government directorates to manage the relationship between the technical aspects of utilities and the public. The Senior Legal/Technical Coordinator will deliver a number of concurrent programs of work including Cabinet Submissions, legal instruments and development of operational policy in consultation with industry and in collaboration with a broad range of technical experts.

Eligibility/Other Requirements: Tertiary qualifications in Law and/or a demonstrably relevant field would be highly desirable.

Note: This is a temporary position available from February 2016 until December 2016.

Contact Officer: Simon Grice (02) 6205 3078 simon.grice@act.gov.au

Access Canberra

Land Titles

Assistant Manager Land Titles

Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 42540, several)

Gazetted: 18 January 2016

Closing Date: 25 January 2016

Details: Under the general direction of the Manager: Provide high level client service, either at the counter, over the phone, or in writing; Perform administrative functions and support relating to complex transactions in accordance with relevant legislation, statutory responsibilities and delegations; Undertake responsibilities as the

Assistant Manager of a business unit including the supervision, training and development of business unit staff; Maintain accurate records across a variety of databases and registers in accordance with the *Territory Records Act 2002*; Liaise with representatives of government, industry and members of the public in various contexts while fostering effective relationships with key stakeholders and representing the organisation in a professional manner; and contribute to workplace diversity and participative work practices, and promote Work Health and Safety principles.

Eligibility/Other Requirements: Knowledge and experience in the administration of Land Titles and the Torrens Title System preferred.

Note: This is a temporary position available for up to six months with the possibility of extension. Selection may be based on written application only.

Contact Officer: Sandra Salcedo (02) 6207 0481 sandra.salcedo@act.gov.au

Corporate

Corporate Management

Corporate Services

Business Improvement and Sustainability Officer

Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 55125)

Gazetted: 20 January 2016

Closing Date: 3 February 2016

Details: Chief Minister, Treasury and Economic Development Directorate (CMTEDD) Corporate is seeking a proactive and enthusiastic Officer with experience in resource management and sustainability initiatives. As a member of a small team and under limited supervision, you will be responsible for the development, implementation and reporting of policies and programs relating to resource management. You will also be responsible for the oversight of the Directorate's commitment reporting, and improvement of the Directorate's Executive Portal. The position also manages the implementation of the Directorate's Corporate Compliance program, and the coordination of Corporate Division communication program to staff.

Contact Officer: Imogen Davis (02) 6207 7661 imogen.davis@act.gov.au

Arts, Business, Events, Sport and Tourism

Sport and Recreation Services

Client Services and Programs

Senior Project Officer

Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 10938)

Gazetted: 15 January 2016

Closing Date: 2 February 2016

Details: Sport and Recreation Services is seeking a highly motivated and experienced Officer to undertake the permanent role of Senior Project Officer with the Client Service and Programs Section. Key duties include: Management and administration of key programs (including funding programs) and contract arrangements within the sport and recreation sector; Research and analysis of key sporting, recreational and social issues to assist development of appropriate plans and strategies is also required. Further duties include the preparation of complex briefs and submissions, along with partnership development and relationship management with a range of high profile organisations through to club based groups.

Contact Officer: Wayne Lacey (02) 6207 2080 wayne.lacey@act.gov.au

Infrastructure Finance and Advisory

Executive Assistant

Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 33946)

Gazetted: 20 January 2016

Closing Date: 3 February 2016

Details: The Chief Minister, Treasury and Economic Development Directorate has an exciting opportunity available for a person with high-level organisational and administrative support skills. As the Executive Assistant within the Infrastructure Finance and Advisory Division you will work closely with the Executive Director and the Division's three Directors and will be responsible for the management of project tasks, communication activities and the monitoring and management of correspondence and calendars. The role involves extensive liaison across

Government, and provides the opportunity to contribute to high profile ACT projects. You will also be rewarded with a positive team environment, flexible work arrangements and excellent remuneration. The successful applicant will be a strong communicator, with exceptional interpersonal skills. They will be highly professional, possessing a commitment to delivering quality outputs within tight timeframes and the capacity to maintain confidentiality and discretion.

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

Access Canberra

Construction, Environment and Workplace Protection

Executive

Executive Assistant

Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 33068)

Gazetted: 15 January 2016

Closing Date: 29 January 2016

Details: As Executive Assistant you will be responsible for a range of duties including, but not limited to: Co-ordination and dissemination of information for the Construction, Environment and Workplace Protection Division; Assist with reporting and data analysis; Ensure quality, timeliness and correctness of correspondence, briefs, submissions and publications prepared by the Division; Provide administrative support to two Directors, including diary management and travel arrangements; Assist other members of the Division's management team in the coordination of the Division; Contribute as a member of the wider Executive team within the Division and the Directorate as appropriate; Maintain confidentiality of Information and maintain records in accordance with *Territory Records Act 2002*; Liaise with representatives of government, industry and members of the public in various contexts; Manage and foster effective relationships with key stakeholders and represent the organisation in a professional manner. This position does not involve direct supervision of personnel.

Note: This position is temporary available until 30 July 2016 with the possibility of extension and/or permanency from this process. Selection may be based on application and referee reports only.

Contact Officer: Margarete Corrigan (02) 6205 9873 margarete.corrigan@act.gov.au

Corporate

People and Capability

Human Resource Advisor, Organisational Culture

Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 34727)

Gazetted: 20 January 2016

Closing Date: 4 February 2016

Details: The People and Capability Branch is looking for a dynamic person with a can do attitude to undertake the role of Human Resource Advisor, Organisational Culture within a small team which delivers strategic human resource support to the Directorate. The incumbent will have the opportunity to contribute to increasing the Directorate's capacity to attract and retain Aboriginal and Torres Strait Islander people, whilst also gaining exposure to a broad range of human resource functions including, but not limited to, respect, equity and diversity programs, workplace culture and change management initiatives and health and wellbeing initiatives.

Eligibility/Other Requirements: This is a designated Aboriginal and Torres Strait Islander position. Only Aboriginal and/or Torres Strait Islander people are eligible to apply.

Contact Officer: Anne Maree Crowe (02) 6207 5879 annemaree.crowe@act.gov.au

Arts, Business, Events, Sport and Tourism

VisitCanberra

Partnerships and Industry Development

Partnership Development Officer

Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 12554)

Gazetted: 14 January 2016

Closing Date: 1 February 2016

Details: Partnership Development Officer, VisitCanberra. The primary objective of this position is to provide coordination and support to the Product and Industry Development team (P&ID), support the development of cooperative opportunities in order to achieve increased industry contribution and ownership of VisitCanberra's

programs and activities. The Partnership Development Officer is required to undertake the following duties: Plan and coordinate the Canberra Region Tourism Awards program in consultation with the Industry Development Manager; Assist with the coordination and promotion of partnership opportunities and strategies; Provide all administrative support and complete reporting requirements for the P&ID team to ensure the delivery of programs within timeframes; Develop and maintain relationships with the ACT and Region industry in order to: Develop industry communications programs, including management of the Industry Link Blog communications and maintaining an updated stakeholder database; Coordinate the content collation and approvals processes of the annual Partnership Guide publication; Coordinate the advertising sales and approvals processes of the annual Visitor Guide print and digital editions and maintain and update content for the corporate website Support the organisation's core operational objectives related to the annual business plan and ACT 2020 Tourism Strategy. Eligibility/Other Requirements: Tertiary qualifications in a related discipline is desirable.

Note: This is a temporary position available until January 2017.

Contact Officer: David Barker (02) 6207 0760 david.barker@act.gov.au

Access Canberra

Community, Business and Transport Regulation

Client Service Officer

Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 42544, several)

Gazetted: 19 January 2016

Closing Date: 2 February 2016

Details: Under the general direction of the Manager, the Client Service Officer will: Provide high level client service, either at the counter, over the phone, or in writing. Where delegated, prepare, arrange and complete a range of licences, registrations and permits administered by the office. Where delegated, critically examine documents for registration and reconcile relevant cash and trust accounts. Resolve more complex issues for clients and staff. Accept and account for a range of fees by exercising responsibilities as a collector of public monies. Maintain accurate records managed in a variety of databases and manual registers. Contribute to Access Canberra operations and perform other duties as directed. Maintain records in accordance with the *Territory Records Act 2002*. Contribute to efficient work practices and sound corporate governance. Contribute to workplace diversity, participative work practices and promote work health and safety principles. Assist senior staff members with work in the unit to ensure objectives are achieved. May assist with the supervision, management, training and development of other staff within a business unit.

Eligibility/Other Requirements: This position may be required to rotate through other Business Units within Community, Business and Transport Regulation Division. The successful applicant must be eligible to gain General Registration under the ACT Working with Vulnerable People scheme upon commencement, as well as obtain the Registration if required. Current driver's licence is desirable.

Note: These are temporary positions available until 29 July 2016 with the possibility of extension. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: Jessica Buttrey (02) 6205 4576 jessica.buttrey@act.gov.au

Access Canberra

Community, Business and Transport Regulation

Client Service Officer

Administrative Services Officer Class 2 \$50,676 - \$55,957, Canberra (PN: 31788, several)

Gazetted: 20 January 2016

Closing Date: 3 February 2016

Details: Under the general direction of the Assistant Manager: Provide client services, over the phone and in writing; Resolve day to day issues for clients and staff; Where delegated, prepare, arrange and complete a range of licences, registrations and permits administered by the office; Undertake cashier duties in accordance with the Financial Management Act 1996, including managing cash and daily balancing; Undertake general administrative functions including; data entry, scanning, filing records, opening mail, distribution of mail and courier duties; Maintain accurate records managed in a variety of databases and manual registers; Order and maintain stationery, office supplies and printing; Contribute to Access Canberra operations, and perform other duties as directed; Maintain records in accordance with the *Territory Records Act 2002*; Contribute to workplace diversity,

participative work practices and promote Work Health and Safety principle; and assist staff members with work in the unit to ensure objectives are achieved. This position does not involve direct supervision of personnel.

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

Note: This is a temporary position available for up to 12 months with the possibility of extension. This position may be required to rotate through other Business Units within Community, Business and Transport Regulation Division.

Contact Officer: Kirsti Bullock (02) 6207 0467 kirsti.bullock@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

Housing and Community Services

Asset Management

Project Management

Team Leader

Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 16406)

Gazetted: 18 January 2016

Closing Date: 25 January 2016

Details: The position is responsible for providing assistance to the Senior Manager and Operations Manager of the Project Management Team with a range of activities including managing consultancies and contracts, undertaking projects, preparing briefs and reports.

Eligibility/Other Requirements: Qualifications and experience in Architecture, Construction, Project Management and/or procurement are highly desirable. Experience and/or familiarity with ACT building design specifications is highly desirable.

Note: This is a temporary position available until July 2016 with the possibility of extension.

Contact Officer: Craig Spencer (02) 6205 9668 craig.spencer@act.gov.au

Cultural Facilities Corporation

ACT Museums and Galleries

Historic Places

Apprentice Gardener

First Year Apprentice \$21,128 - \$45,987, Canberra (PN: 017)

Gazetted: 18 January 2016

Closing Date: 1 February 2016

ACT Historic Places are seeking applications from a self-motivated and passionate 1st Year Apprentice Gardener to help maintain the highest standards in our three historical gardens. The successful applicant must be enthusiastic and willing to learn. They must also be willing to listen to instruction and work as part of a team. The position reports to the Team Leader, Horticultural Services. ACT Historic Places is part of ACT Museums and Galleries which incorporates the Canberra Museum and Gallery and the three historical properties of Lanyon, Calthorpes' House and Mugga - Mugga. We deliver diverse cultural experiences to our community through exhibitions, public and educational programs and the collection, conservation and presentation of the visual arts and cultural heritage of our region. ACT Museums and Galleries is part of the Cultural Facilities Corporation an ACT Government Enterprise.

This is a temporary employment opportunity for the duration of the Apprenticeship from 2016 to 2020.

Eligibility/Other Requirements: Year 10 Certificate or equivalent with passes in English, Mathematics, preferably a credit pass in Science. The successful applicant will need to have the ability to attend CIT and be prepared to undertake and complete study and on the job training. Current ACT manual driver's licence. Ability to lift heavy materials (16-20kg), bend repeatedly and carry out a variety of other heavy manual work.

Note: Applicants must provide a written statement addressing the selection criteria.
Contact Officer: Neil Walsh (02) 6235 5677 neil.walsh@act.gov.au
Applications can be forwarded to: CFC.HR@act.gov.au

Education and Training

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

**Deputy Director-General
Governance and Assurance
Media and Communications
Assistant Manager
Senior Officer Grade B \$113,150 - \$127,379, Canberra (PN: 09514)**

Gazetted: 19 January 2016

Closing Date: 9 February 2016

Details: As Assistant Manager, you will operate with a high degree of independence, reporting to the Senior Manager and providing strategic advice to the executive on matters relating to communications within the Education and Training Directorate portfolio. You will assist in managing the section and supervising staff, and develop, manage, monitor and implement strategic and communications plans to meet the needs of the Directorate, including ACT public schools.

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

Contact Officer: Liana Dobson (02) 6207 0001 liana.dobson@act.gov.au

Environment and Planning

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

**Office of the Director General
Government Services, Communications and Legislation Services
Government Services
Government Services Officer
Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 25753)**

Gazetted: 14 January 2016

Closing Date: 1 February 2016

Details: The Government Services team is looking for an individual who can undertake a range of administrative and organisational tasks associated with our function of maintaining efficient systems and relationships between the Directorate and the Ministers' Offices, Cabinet, the Legislative Assembly and various internal Committees. The successful candidate will be experienced in record keeping systems, will be organised and efficient and able to develop good working relationships with a wide range of people. They will also need at least a basic understanding of the Territory's Assembly, Cabinet and legislative frameworks.

Contact Officer: Lesley Cameron (02) 6207 6722 lesley.cameron@act.gov.au

**Planning Delivery
Development Assessment
DA Gateway
Assessment Officer**

Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 36584)

Gazetted: 14 January 2016

Closing Date: 21 January 2016

Details: We are looking for an enthusiastic person to be part of a highly effective and positive team responsible for development application advice and assessment under the *Planning and Development Act 2007* as part of the Development Assessment (DA) Gateway team. The position involves providing development advice over the phone and counter, attending pre-application meetings, undertaking checks of development applications, preparing development application assessments and recommendations, and being involved in administrative appeals when needed. The Assessment Officer will work to a senior officer in the team and is expected to contribute to a positive team culture and work well in a team. The successful candidate will also have excellent customer service and written skills, and be able to provide on-the-spot advice in relation to development applications.

Eligibility/Other Requirements: Qualifications, experience and/or undertaking a qualification in urban planning, architecture, landscape architecture, urban design or law would be an advantage.

Note: This is a temporary position available until November 2016. Selection may be based on written application only.

Contact Officer: Lisa Van Vucht (02) 6205 5187 lisa.vanvucht@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.

Health

**Selection documentation for the following positions may be downloaded from
<http://www.health.act.gov.au/employment>.**

Apply online at <http://www.health.act.gov.au/employment>

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Senior Manager, Forensic Mental Health

Health Professional Level 5 \$113,150 - \$127,379, Canberra (PN: 36318)

Gazetted: 21 January 2016

Closing Date: 4 February 2016

Details: Forensic Mental Health Services (FMHS) is a specialist mental health service comprising four separate teams that provide mental health services in custodial and community settings: Court Assessment and Liaison Service; Alexander Maconochie Forensic Mental Health Service; Bimberi Youth Justice Forensic Mental Health Service; and Forensic Community Outreach Service. FMHS is a part of Justice Health Services which is in the Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) Division. At this level you will provide senior leadership for the clinical and administrative operations of the Forensic Mental 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, high quality health care services.

Eligibility/Other Requirements: Essential: Current registration with Australian Health Practitioner Regulation Authority (AHPRA) or the relevant National Board where required; current driver's licence; minimum 12 months leadership/management experience. Desirable: Previous management experience within a health setting; holds or is working towards post graduate management qualifications

Notes: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits. ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>.

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>.

Contact Officer: Dannielle Nagle (02) 6205 1062 dannielle.nagle@act.gov.au

Canberra Hospital and Health Services

Critical Care

Intensive Care Unit

Research Coordinator and Data Manager

Registered Nurse Level 3.1 \$96,756 - \$100,737, Canberra (PN: 17886)

Gazetted: 21 January 2016

Closing Date: 28 January 2016

Details: The Division of Critical Care at Canberra Hospital and Health Services is seeking to permanently appoint a Registered Nurse Level 3 Grade 1 into the Research and Service Development Unit. The position will primarily be responsible for Research co-ordination and data management in the ICU Research Office. The position is the first line of contact for Research Sponsors and the ANZICS Clinical Trials Group. Duties include overseeing all research projects along the continuum of the projects; research approval, site preparation, ICU education, implementation of studies, patient recruitment, data collection, data entry, data cleaning, and liaison between study groups, Investigators and Research Nurses. A large data component of this job is data management which requires advanced database and computing skills. The Registered Nurse position will have operational reporting lines to the Director, Research and Service Development Unit and will have a professional reporting line to the Director of Nursing within the Division.

Eligibility/Other Requirements: Registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). The successful applicant will have significant experience working in the tertiary health care sector and will have a postgraduate qualification in Critical Care Nursing.

Notes: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

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Contact Officer: Narelle Boyd (02) 6244 3678 narelle.boyd@act.gov.au

Canberra Hospital and Health Services

People, Strategy and Services

Organisation Development

Senior Advisor - Organisation Development

Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 35547)

Gazetted: 21 January 2016

Closing Date: 4 February 2016

Details: Be part of an expanding, collaborative and innovative Organisational Development Unit which is making a real difference to the way people work. Use your business partnering, analytical and facilitation skills to: Work with managers and staff to assess and improve team functioning and workplace culture; Develop and run workshops and seminars on a variety of topics such as change management, performance management and

leadership/management development; and Work collaboratively with your HR colleagues to provide holistic and comprehensive HR services to meet our clients' needs. The successful applicant will be people-focused, collaborative and able to manage multiple programs with diverse clients. You will have a high degree of autonomy and broad scope while being well supported by a great team. ACT Health's commitment to improving workplace culture, performance and wellbeing is significant. Come and be a part of creating positive change in clinical and corporate teams across the organisation and thereby achieving even better patient care and experience for the people of the ACT and surrounding region.

Note: The position is full-time, however part-time/job share arrangements may be considered. An Order of Merit will be established to fill identical positions which may occur over the next 12 months from this process. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits. ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>. Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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Contact Officer: Rebecka Hore (02) 6205 4595 rebecka.hore@act.gov.au

Population Health

Health Protection Service

Pharmaceutical

Senior Policy Officer

Health Professional Level 4 \$96,073 - \$103,416, Canberra (PN: 23945)

Gazetted: 21 January 2016

Closing Date: 1 February 2016

Details: The Pharmaceutical Services section of Health Protection Service is seeking an experienced Senior Policy Officer to progress work on key policy projects until 31 August 2016, with possibility of extension. Candidates should be experienced in regulatory policy matters including the preparation of consultation material, regulatory amendments and Ministerial correspondence, as well as being familiar with Cabinet processes. They should possess high level writing skills.

Eligibility/Other Requirements: Tertiary qualification Science Degree in a health related field.

Notes: This is a temporary position available until 31 August 2016, with the possibility of extension. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

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

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

Outpatients Clinic Midwife

Registered Nurse Level 2 \$84,393 - \$89,447, Canberra (PN: 11495)

Gazetted: 21 January 2016

Closing Date: 4 February 2016

Details: We are looking for a Registered Midwife to provide a coordinated approach to women with complex needs. The position involves working weekdays in the Antenatal Clinic and providing an outreach service to the Methadone Clinic. This midwifery role functions as part of the Maternity Outpatients Multidisciplinary Team including coordination and liaison of Pregnancy Enhancement Program (PEP) multidisciplinary meetings to link support services for vulnerable pregnant women.

Eligibility/Other Requirements: Registered or eligible for registration as a Midwife with the Australian Health Practitioner Regulation Authority (AHPRA). Recent experience providing continuity of care and holds or is progressing towards professional development relevant to the position.

Note: This is a part-time, temporary position working 24:00 hours per week for a period of 12 months. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Selection may be based on written application alone. You must include your curriculum vitae and two current professional referee reports including your current supervisor.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits. ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>.

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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<http://www.canberrayourfuture.com.au/>.

Contact Officer: Julianne Nissen (02) 6142 6101 julianne.nissen@act.gov.au

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

Senior Registered Nurse/Midwife - Birthing Unit

Registered Nurse Level 2 \$84,393 - \$89,447, Canberra (PN: 22495)

Gazetted: 21 January 2016

Closing Date: 4 February 2016

Details: The Birthing Unit of the Centenary Hospital for Women and Children is seeking an experienced Midwife to fill a Senior Registered Nurse/Midwife Level 2 position. The Birthing Unit is a dynamic environment and this position requires established team leader skills and excellent clinical knowledge.

Eligibility/Other Requirements: Registered or eligible for registration as a Midwife with the Australian Health Practitioner Regulation Agency.

Notes: The position may be full-time or part-time and works a seven day a week rotating roster. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the selection criteria and upload this as part of your application. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits. ACT Government employees enjoy excellent employment conditions, more information is available at

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Contact Officer: Wendy Alder (02) 6174 7660 wendy.alder@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Pharmacy

Antimicrobial Stewardship Pharmacist

Health Professional Level 3 \$83,445 - \$87,925 (up to \$92,287 on achieving a personal upgrade), Canberra (PN: 22923)

Gazetted: 21 January 2016

Closing Date: 04 February 2016

Details: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of over 60 Pharmacists. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. In addition, the Quality Use of Medicines, Research and Education team offer services to support the safe and quality use of medicines across Canberra Hospital and Health Services. An exciting opportunity exists to join the Pharmacy team as the Antimicrobial Stewardship Pharmacist.

Eligibility/Other Requirements: Appropriate Pharmacist qualifications and eligibility for registration as a pharmacist with the Pharmacy Board of Australia. A minimum of three years experience as a registered pharmacist, preferably in the hospital setting. Project management or research experience highly desirable. Post-graduate qualifications in a field related to the position highly desirable.

Notes: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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Contact Officer: Daniel Lalor (02) 6244 2121 daniel.lalor@act.gov.au

Health Planning and Infrastructure

Health Service Planning

Strategic Accommodation - Asset Management

Project Officer - Accommodation

Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 36275, several)

Gazetted: 21 January 2016

Closing Date: 28 January 2016

Details: Health Planning and Infrastructure Group has corporate responsibility for leading and facilitating the development of whole-of-government plans (as they relate to ACT Health and health services), the ACT Health Corporate plan, territory-wide strategic plans and clinical service plans that have a territory-wide impact. The Group also directs and manages ACT Health's, Health Infrastructure Program, which includes health planning,

coordination, management and implementation. It is also responsible for strategic accommodation, the Capital Upgrades Program and the Arts in Health Program. These positions will undertake activities to support strategic accommodation requirements of the organisation as they relate to staging and decanting and general demands for accommodation. These positions will undertake activities, as directed by the accommodation coordinator, to ensure requests for accommodation are actioned in a timely manner to a high standard.

Eligibility/Other Requirements: Current driver's licence is essential. Experience with project management in a health environment is desirable. Knowledge and experience with Microsoft Project 2010 Professional, is not essential but would be advantageous.

Notes: These are temporary positions available from January 2016 until June 2016, with the possibility of extension. To complete your application you must prepare responses to the selection criteria and upload this as part of your application. Successful applicants may be found suitable on the basis of written applications and referee reports only.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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Contact Officer: Leonie Branson (02) 6174 5281 leonie.branson@act.gov.au

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Adult Community and Older Persons

Outpatient Services Registered Nurse

Registered Nurse Level 1 \$60,772 - \$81,180, Canberra (PN: 17834)

Gazetted: 21 January 2016

Closing Date: 4 February 2016

Details: As part of the Outpatient Services Clinical Support team the successful applicant will in conjunction with health professionals provide a coordinated approach to clinic activities and facilitation of patient education and clinical support for services provided in the Outpatient Setting.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA)

Notes: This is a temporary position available for a period of twelve months. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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Contact Officer: Kandas Miller (02) 6174 5870 kandas.miller@act.gov.au

Strategy and Corporate

E-Health and Clinical Records

ISB Management and Strategy

Clinical Coder

Clinical Coder \$60,291 - \$74,736, Canberra (PN: 23715, several)

Gazette Date: 21 January 2016

Closing Date: 04 February 2016

Details: The Clinical Record Service is seeking the services of experienced and motivated full-time or part-time Clinical Coders to join our friendly coding team at Canberra Hospital. The successful applicants will have completed an approved HIMAA clinical coding course or equivalent with recent coding experience using ICD-10-AM 9th edition in a tertiary facility, with competency across a broad range of Casemix. Our Clinical Coders access scanned clinical records on-line for data abstraction and assign codes using on-line encoding software. The opportunity to progress to secure remote (off-site) coding may also be offered for suitable candidates.

Eligibility/Other Requirements: Completion of an approved HIMAA Clinical Coding Certificate course or equivalent.

Notes: Full-time and part-time positions are available. Applicants may be required to complete a coding examination to assess coding competency as a component of the recruitment process. Selection may be based on written application and referee reports only. You must be an Australian Citizen or Permanent Australian Resident to apply.

Applicants are invited to submit written applications addressing the Selection Criteria and supply two (2) written referee reports, also addressing the Selection Criteria in the Duty Statement. Incomplete or late applications will not be accepted. To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

The successful applicant may be required to be registered under the Working with Vulnerable People (Background Checking) Act 2011.

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Some financial assistance with relocation may be available. About our great city, Canberra, Australia's National Capital:

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

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation Allied Health

Social Worker

Health Professional Level 2 \$59,085 - \$81,111, Canberra (PN: 23674, several)

Gazetted: 21 January 2016

Closing Date: 28 January 2016

Details: Rehabilitation, Aged Care and Community Care (RACC) is a vibrant Division within ACT Health providing multidisciplinary care across a range of hospital and community settings. Our services incorporate the ACT Health values of care, excellence, collaboration and integrity. Applications are invited from qualified Social Workers for full-time permanent Health Professional Level 2 positions. Our Rehabilitation and Aged Care social work services are within The Canberra Hospital and Health Services inpatient and outpatient service areas. The successful applicant will provide social work services to the inpatient rehabilitation and/or acute care of the elderly wards. There is scope for this position to rotate into other RACC service areas within the Division.

Eligibility/Other Requirements: A degree or diploma in Social Work, eligibility for membership of the Australian Association of Social Workers. The successful applicant will be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Current driver's licence.

Note: This is a full-time vacancy. Social Workers with clinical experience are encouraged to apply. This position(s) may be required to participate in an overtime, on call, and/or rotation roster.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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Contact Officer: Robyn McCormack (02) 6244 4159 robyn.mccormack@act.gov.au

Population Health

ACT Government Analytical Lab

Chemist

Health Professional Level 2 \$59,085 - \$81,111, Canberra (PN: 16343)

Gazetted: 21 January 2016

Closing Date: 4 February 2016

Details: The Forensic Chemistry and Toxicology Unit provides certified evidence for courts in relation to illicit drug offenses and the toxicology of coronial, drug driving and other criminal matters. The person in this position is required, under direction, to perform chemical analysis for the presence of drugs and poisons, prepare associated reports and correspondence, assist senior staff in the more complex analytical and investigation work, assist with developing new methodologies and techniques, and to liaise with or provide advice to Department staff and the laboratory's customers.

Eligibility/Other Requirements: Bachelor Degree in Science with a Major in Chemistry, or other approved qualification with 12 months postgraduate relevant work experience.

Notes: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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Contact Officer: Ian Whittall (02) 6205 8738 ian.whittall@act.gov.au

Canberra Hospital and Health Services

Pathology

Customer Services

Blood Collector

Technical Officer Level 1 \$52,329 - \$54,863, Canberra (PN: 21899, several)

Gazetted: 21 January 2016

Closing Date: 28 January 2016

Details: ACT Pathology is a clinical division of ACT Health offering diagnostic pathology service to the ACT and surrounding region. Customer Services is a sub section of ACT Pathology, incorporating pathology collection services and a courier service. Successful applicants will be required to: Collect a number of different specimen types for pathology testing including blood, swabs and fungal collections. Collect pathology samples from both hospital inpatients and outpatients who present at any of our eight collection centres, also from patients in their homes. Participate on a rostered basis and to work flexible shifts at different locations and weekend work. Provide high quality customer service. Provide reception and data entry duties.

Eligibility/Other Requirements: Certificate III in Pathology Collection or other approved qualification and/or at least three years recent experience in venepuncture. A current ACT driver's licence is highly desirable.

Notes: There are several temporary positions (both part-time and full-time) available for up to 12 months with the possibility of permanency from this process. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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Contact Officer: Melinda Bower (02) 6244 2934 melinda.bower@act.gov.au

Canberra Hospital and Health Services

Deputy Director General - Canberra Hospital and Health Services

DDG Canberra Hospital and Health Services

Senior Business Analyst

Senior Officer Grade B \$113,150 - \$127,379, Canberra (PN: 28627)

Gazetted: 21 January 2016

Closing Date: 28 January 2016

Details: Applications are welcomed for a Senior Business Analyst within the Business Management and Efficiency team. This position will provide support to the Director, Business Management and Efficiency.

Notes: The successful applicant may be selected on application and references only.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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Contact Officer: Jarrad Nuss (02) 6174 7789 jarrad.nuss@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Services

Extended Scope Physiotherapist (Clinician)

Health Professional Level 5 \$113,150 - \$127,379, Canberra (PN: 36541, several)

Gazetted: 21 January 2016

Closing Date: 28 January 2016

Details: Acute Support Physiotherapy is seeking Physiotherapists to provide expert musculoskeletal assessment, diagnosis, and appropriate onward management for patients with chronic and/or acute pain to an Outpatient Clinic and or Emergency Department. Included in this role will be extended scope physiotherapy tasks, such as, but not limited to, independent management of fractures, independent management of complex orthopaedic patients, independent review of radiology and interpretation of investigations.

Eligibility/Other Requirements: Degree or equivalent qualification in Physiotherapy. Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Masters level qualification in a relevant clinical field. Completion of a recognised postgraduate qualification and advanced training in the relevant specialist area (e.g. graduate diploma in Extended Scope Physiotherapy or a substantial equivalent). Minimum five years clinical experience post entry-level qualification and minimum three years experience in the relevant specialist area. The emphasis placed on each duty may vary according to requirements of each position.

Notes: There is one full-time permanent position and one full-time temporary position available until 30 September 2016 that will be filled from this selection process. This position(s) may be required to participate in overtime, on call and/or rotation roster.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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Contact Officer: Jo Morris (02) 6244 2154 jo.morris@act.gov.au

Population Health

Health Protection Service

Special Response Unit

Manager, Health Emergency Management Unit

Senior Officer Grade B \$113,150 - \$127,379, Canberra (PN: 17677)

Gazetted: 21 January 2016

Closing Date: 28 January 2016

Details: Expressions of interest are sought from experienced individual to fill the position of Manager, Health Emergency Management Unit (HEMU), Health Protection Service within the Population Health Division. The HEMU provides direction and advice to support ACT Health respond to incidents, emergencies, public health risks and disasters that occur locally, nationally and internationally. The HEMU consists of specialist ACT Health personnel working collaboratively to address all aspects of health emergency planning and response. The Unit's goal is to ensure that ACT Health is able to respond effectively to incidents, emergencies, disasters and public health risks, and manage the health aspects of major events within the ACT. The Manager, HEMU is responsible for planning, directing and managing the strategic and operational activities of the unit. The successful applicant will ideally

demonstrate high level leadership and management skills and have recent experience in planning for, and responding to, health emergencies including an understanding of contemporary emergency management principles and related legislation.

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

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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Contact Officer: Cathie Smith (02) 6205 1722 cathie.smith@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Pharmacy - TCH

Deputy Director of Pharmacy - Clinical

Health Professional Level 5 \$113,150 - \$127,379, Canberra (PN: 12583)

Gazetted: 21 January 2016

Closing Date: 28 February 2016

Details: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of over 55 Pharmacists. An exciting opportunity has become available due to internal movement for the position of Deputy Director of Pharmacy - Clinical to join the team. This is a permanent full-time position that will be responsible for providing leadership, management and co-ordination for all clinical pharmacy services including: Medicine; Surgery; Critical Care; Women's' Youth and Children; Rehabilitation, Aged Care and Community Care; Cancer, Ambulatory and Community Health Support; Mental health, Justice Health, Alcohol and Drug Services; and the Justice Health Pharmacy Service. This position is held in high regard throughout the organisation and will work closely with the Deputy Director of Pharmacy- Support and Operations and Deputy Director of Pharmacy- Quality Use of Medicines, Research and Education. It also includes a range of pharmacy services on weekends and after hours. Canberra Hospital and Health Services (CHHS) is the region's major public hospital, with over 600 beds. We provide specialist and acute care to more than 500,000 people, including a full range of medical, surgical, obstetric and paediatric and neonatal services. The Canberra Hospital is a tertiary level health facility and a teaching hospital of the Australian National University (ANU) Medical School and The University of Canberra Nursing and Allied Health Schools.

Eligibility/Other Requirements: Mandatory experience and qualifications: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia; Postgraduate qualifications in Clinical Pharmacy or Management; and at least seven years experience working in hospital pharmacy across a wide variety of clinical areas. Highly Desirable: SHPA Membership; and publication in peer reviewed journals

Notes: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the selection criteria and upload this as part of your application. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

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

Territory and Municipal 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

Parks and City Services

Parks and Conservation Service

Urban Reserves

Ranger in Charge

Technical Officer Level 4 \$76,337 - \$87,366, Canberra (PN: 09905, several)

Gazetted: 18 January 2016

Closing Date: 1 February 2016

Details: The ACT Parks and Conservation Service (PCS) is seeking dynamic and experienced candidates keen to contribute to conservation land management in the ACT. PCS is responsible for land management in a diverse range of situations, from urban reserves through to remote wilderness national parks. The Ranger In Charge is responsible for the supervision of staff in the coordination and delivery of a broad range of conservation and land management programs. The position is outcome focused and liaises closely with the District Management Team in ensuring the efficient delivery of a coordinated program of works, adhering to the development of operational works and risk management plans. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Relevant Tertiary qualifications in Natural and Cultural Resource Management/Park Management is highly desirable. Current driver's licence is mandatory. Applicants would be expected to communicate effectively with park visitors and refer public enquiries as necessary, wear a uniform and undergo regular structured training. This position is classified as a Designated Fire Position under the Territory and Municipal Services' Collective Agreement. Willingness to undertake incident management duties, work a shift roster, work at any location throughout the reserve estate and wear a uniform is essential.

Note: All applicants are required to address the Selection Criteria as well as provide an updated curriculum vitae. Selection may be based on written application and referee reports only. Suitable candidates will be placed on a Ranger in Charge Order of Merit list that may be used to fill both full-time and part-time temporary vacancies for up to 12 months.

Contact Officer: Peter Galvin (02) 6205 0103 peter.galvin@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.

Infrastructure Roads and Public Transport

Public Transport

Network Systems and Service Improvements

Project Administrator

Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 35976)

Gazetted: 20 January 2016

Closing Date: 3 February 2016

Details: The Public Transport branch is seeking a dynamic individual with demonstrated experience in information system design and implementation. The successful applicant will be part of a small team delivering information and technology infrastructure within a public transport environment. Assist in the delivery of public transport systems projects and ensure they are in line with agreed objectives. Oversee and perform administrative functions

concerned with system projects. The ACT Public Service is committed to building a culturally diverse workforce and inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Project Management qualifications preferred. Experience in Back Office Systems Support.

Contact Officer: Paul Skidmore (02) 6207 7582 paul.skidmore@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.

Infrastructure, Roads and Public Transport

Roads ACT

Road Maintenance

Road Worker

General Service Officer Level 5/6 \$49,918 - \$54,936, Canberra (PN: 26349)

Gazetted: 15 January 2016

Closing Date: 26 January 2016

Details: Road Maintenance is seeking a suitable candidate who, under general direction from the Works Supervisor, will carry out general road maintenance duties within a road maintenance crew. Duties include street sweeper operations, pavement marking, sign maintenance, pothole repair, traffic control and operation of a range of road maintenance plant and equipment. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Construction Induction (White card); Asbestos Awareness training; Current Vehicle Licence (Medium Rigid); and Traffic Control Certificate (desirable).

Note: This position may include a compulsory component of shift work on average two weeks a month. Selection may be based on application and referee reports only. This temporary position is available from January 2016 to December 2016 with the possibility of permanency from this process.

Contact Officer: Shane Holden (02) 6213 0754 shane.holden@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.

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 6 \$76,337 - \$87,366

Jasmine De Martin 846-98214, Section 68(1), 18 January 2016

Administrative Services Officer Class 2 \$50,676 - \$55,957

Matthew Ryan Dickson 846-98388, Section 68(1), 14 January 2016

Senior Officer Grade B \$113,150 - \$127,379

John Edward Magner 836-05362, Section 68(1), 11 January 2016

Administrative Services Officer Class 2 \$50,676 - \$55,957

Matthew Robert Turnbull May 846-98353, Section 68(1), 28 January 2016

Senior Officer Grade B \$113,150 - \$127,379

Melissa Orr 846-97780, Section 68(1), 18 January 2016

Administrative Services Officer Class 2 \$50,676 - \$55,957

Timothy James Stokman 846-98361, Section 68(1), 14 January 2016

Community Services

Administrative Services Officer Class 5 \$70,844 - \$74,989

Daniel Boggs 846-95662, Section 68(1), 18 January 2016

Education and Training

General Service Officer Level 6 \$52,549 - \$54,936

Edward Hanlon 824-58751, Section 68(1), 15 January 2016

Senior Officer Grade C \$96,073 - \$103,416

Robyn MacMillan 843-39502, Section 68(1), 13 January 2016

Environment and Planning

Senior Officer Grade C \$96,073 - \$103,416

Richard Andrew Davies 847-04370, Section 68(1), 25 January 2016

Health

Registered Nurse Level 2 \$84,393 - \$89,447

Charika Herath Mudiyansele 846-98425, Section 68(1), 18 January 2016

Registered Nurse Level 1 \$60,772 - \$81,180

Divya Reshmi Jose 834-45717, Section 68(1), 14 January 2016

Registered Nurse Level 1 \$60,772 - \$81,180

Sara Maunder 846-97000, Section 68(1), 18 January 2016

Health Service Officer Level 4/5 \$47,776 - \$52,809

Patrick Ryan 844-32846, Section 68(1), 18 January 2016

Independent Competition and Regulatory Commission

Administrative Services Officer Class 5 \$70,844 - \$74,989

Nithya Viswanath 846-98142, Section 68(1), 18 January 2016

Justice and Community Safety

Government Solicitor 1 \$67,564 - \$101,171

Renee Coonan 846-96681, Section 68(1), 11 January 2016

Administrative Services Officer Class 6 \$76,337 - \$87,366

Belinda Lawson 846-97457, Section 68(1), 18 January 2016

Territory and Municipal Services

Senior Officer Grade A \$131,412

Sean Colson 846-98038, Section 68(1), 18 January 2016

Professional Officer Class 1 \$53,897 - \$74,731

Maria Milbridge 846-97422, Section 68(1), 11 January 2016

TRANSFERS

Education and Training

Josephine Louise Owens: 755-79475

From: \$139,496 - \$167,497

Education and Training

To: School Leader A \$139,496 - \$167,497

Education and Training, Canberra (PN. 01793) (Gazetted 21 January 2016)

Jodie Temple-Clarke: 779-05684

From: School Assistant 2/3 \$43,090 - \$52,547

Education and Training

To: School Assistant 2/3 \$43,090 - \$52,547

Education and Training, Canberra (PN. 35843) (Gazetted 26 November 2015)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Shared Services

Shared Services Executive

Financial Services - Costing and Analysis

Ahmed Khan: 827-20772

From: Administrative Services Officer Class 5 \$70,844 - \$74,989

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$76,337 - \$87,366

Chief Minister, Treasury and Economic Development, Canberra (PN. 17414) (Gazetted 17 November 2015)

Commerce/Business

Stephanie Melis: 846-85704

From: Administrative Services Officer Class 2 \$50,676 - \$55,957

Chief Minister, Treasury and Economic Development

To: Graduate Administrative Assistant \$63,744 - \$65,699

Chief Minister, Treasury and Economic Development, Canberra (PN:35934) (Gazetted 31/03/2015)

Community Services

Office for Children, Youth and Family Services

Child and Youth Protection Services

Operations - North/South

Jack Daniel Powsey: 820-78409

From: Senior Officer Grade C \$96,073 - \$103,416

Community Services

To: †Health Professional Level 5 \$113,150 - \$127,379

Community Services, Canberra (PN. 33997) (Gazetted 11 November 2015)

Director of Public Prosecutions

Tina Vafaei: 836-01070

From: Paralegal Grade 2 \$58,853 - \$63,744

Director of Public Prosecutions

To: Paralegal Grade 3 \$65,699 - \$69,022

Director of Public Prosecutions, Canberra (PN. 35418) (Gazetted 28 May 2015)

Education and Training

Education Strategy

Student Engagement

Jane Howell: 755-71027

From: Health Professional Level 4 \$96,073 - \$103,416

Community Services

To: †Senior Officer Grade B \$113,150 - \$127,379

Education and Training, Canberra (PN. 34252) (Gazetted 10 August 2015)

Education Strategy

Student Engagement

Disability Education

Rosslyn Maree Macafee: 772-17590

From: Administrative Services Officer Class 3 \$57,417 - \$61,793

Education and Training Directorate

To: Administrative Services Officer Class 4 \$63,744 - \$69,022

Education and Training, Canberra (PN. 14545) (Gazetted 9 December 2016)

Education and Training

Office for Schools

Tuggeranong Network

Namadgi School

Faeza Matina Samnakay: 787-50864

From: School Assistant 2/3 \$45,031 - \$49,537

Education and Training

To: + Classroom Teacher \$59,790 - \$94,517

Education and Training, Canberra (PN 31207)

Education Strategy

Student Engagement

Student Wellbeing

Louise VanGalen: 817-93048

From: Classroom Teacher \$59,790-\$94,517

Education and Training

To: †School Leader C \$109,084

Education and Training, Canberra (PN. 20916) (Gazetted 4 September 2015)

Health

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Rehabilitation, Aged and Community Care Executive

Belinda Carrington: 820-91064

From: Administrative Services Officer Class 5 \$70,844 - \$74,989

Health

To: †Senior Officer Grade C \$96,073 - \$103,416
Health, Canberra (PN. 35667) (Gazetted 19 November 2015)

Canberra Hospital and Health Services

Clinical Support

Nursing Administration

Cassandra Luke: 799-89674

From: Enrolled Nurse Level 1 \$55,118 - \$58,888
Health

To: Registered Nurse Level 1 \$60,772 - \$81,180
Health, Canberra (PN. 04509)

Canberra Hospital and Health Services

Clinical Support

Nursing Administration

Racheal Ojunga: 821-09471

From: Registered Nurse Level 1 \$60,772 - \$81,180
Health

To: Registered Nurse Level 1 \$60,772 - \$81,180
Health, Canberra (PN. 09918)

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Adult Community and Older Persons

Rosemary Rummery: 827-26240

From: Registered Nurse Level 1 \$60,772 - \$81,180
Health

To: Registered Nurse Level 2 \$84,393 - \$89,447
Health, Canberra (PN. 31728) (Gazetted 17 September 2015)

Canberra Hospital and Health Services

Clinical Support

Nursing Administration

Susan Tisshaw: 836-03922

From: Enrolled Nurse Level 1 \$55,118 - \$58,888
Health

To: Registered Nurse Level 1 \$60,772 - \$81,180
Health, Canberra (PN. 34035)