



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 16 March 2017**

## VACANCIES

### Calvary Health Care ACT (Public)

#### **People and Organisational Development**

##### **Human Resources**

##### **Administration Assistant**

##### **Admin Service Officer 3.1 - Admin Service Officer 3.4 \$59,152 - \$63,661, Canberra (PN: TBA)**

Gazetted: 21 March 2017

Closing Date: 2 April 2017

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

Reference Number: 14670

Contact Officer: Kylee Gardiner [kylee.gardiner@calvary-act.com.au](mailto:kylee.gardiner@calvary-act.com.au)

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

### Canberra Institute of Technology

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

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

#### **Executive**

##### **College Director**

##### **Manager Education Level 2 \$135,991, Canberra (PN: 38319, several)**

Gazetted: 16 March 2017

Closing Date: 30 March 2017

Details: Canberra has a global reputation as a world-class education and training city and the Canberra Institute of Technology (CIT) is in a unique position to drive skills excellence as the ACT's premier vocational education and training provider. CIT is a dynamic, connected and diverse organisation offering quality skills development to individuals, employers and industry throughout the ACT and its regions. We have several College Director positions within our five educational Colleges of CIT Technology and Design, CIT Trade Skills and Vocational Learning, CIT Business, Tourism and Accounting, CIT Pathways and CIT Health, Community and Science. This is a transformative, client and industry focussed opportunity for exceptional leaders to work in close collaboration with the CEO and Executive with a mandate for change and innovation. Our College Directors will lead their college staff ensuring a culture of continuous capability development and achievement of excellence in education and training. The College Directors will also be responsive to local and national employment trends and industry/ skills markets, demonstrating the highest level of professionalism representing CIT. The successful candidates will be experienced people leaders with skills that encourage innovation, creativity and embrace a culture of collaboration and high performance. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal and Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: All managers at Manager Education Level 2 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent), and an Advanced Diploma in Adult Learning and Development (or equivalent). Relevant industry experience is highly desirable, though this does not have to be in the discipline being supervised. Bachelor of Education, Management or relevant higher level qualification is highly desirable. Additional postgraduate qualifications will be an advantage.

Contact Officer: Anita Hargreaves (02) 6207 8960 [anita.hargreaves@cit.edu.au](mailto:anita.hargreaves@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](mailto:jobs@act.gov.au)**

**Sales, Marketing and Property Management**

**ACT Property Group**

**Building Services**

**Assistant Manager**

**Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 27392)**

Gazetted: 21 March 2017

Closing Date: 4 April 2017

Details: Applications are sought for an appropriately skilled officer to fill the role of Assistant Manager, Planned Maintenance. The successful applicant will be required to provide high-level building system and property management expertise and to ensure planned maintenance programs are delivered efficiently and effectively.

Eligibility/Other Requirements: Must have a current driver's licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required.

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

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

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

Contact Officer: Mike Brown (02) 6207 6908 [mike.brown@act.gov.au](mailto:mike.brown@act.gov.au)

**Access Canberra**

**Licensing and Registrations**

**Road User Transport**

**Team Leader**

**Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 20047)**

Gazetted: 16 March 2017

Closing Date: 30 March 2017

Details: Under the limited direction of the Manager, Compliance supervise staff as required to ensure they provide a high-level of customer service in accordance with the functions and responsibilities of the unit, and provide training where necessary. Provide leadership advice and support to staff in relation to more complex work matters as required. Distribute work, collect operational statistics and maintain records. Manage the procedures for the team to ensure a high level of data integrity and accuracy. Maintain records in accordance with the *Territory Records Act 2002*. Manage the end of day reconciliation process for public monies. Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

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

Contact Officer: Tony Spasenoski (02) 6207 9729 [tony.spasenoski@act.gov.au](mailto:tony.spasenoski@act.gov.au)

**Community Services**

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

**Strategy Participation and Early Intervention**

**Community Participation Group**

**Assistant Manager**

**Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 36564)**

Gazetted: 22 March 2017

Closing Date: 29 March 2017

Details: The Assistant Manager of the Community Participation Group (CPG) is responsible for the management of workflows for staff within a designated work stream. The position incumbent will contribute to the development and implementation of policies and management of programs administered by a designated work stream, including grants programs and events management.

Eligibility/Other Requirements: This position may be required to work afterhours, on-call and on weekends in accordance with Enterprise Agreement provisions. A security clearance at an appropriate level will be required. Educational, suitability and professional qualification checks may be carried out prior to employment.

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

Contact Officer: Sandeep Patel (02) 6205 8638 sandeep.patel@act.gov.au

## **Housing and Community Services**

### **Housing ACT**

#### **Operational Services**

##### **Tribunal Advocate**

##### **Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 34519)**

Gazetted: 22 March 2017

Closing Date: 5 April 2017

Details: The Operational Services Unit is responsible for providing support services for Housing ACT including legal services, managing compensation matters and secretariat services for review mechanisms. The Tribunal Advocate is part of the Operational Services team and is responsible for representing the Commissioner for Housing in matters before the Civil and Administrative Tribunal (ACAT) and other courts or tribunals in accordance with agreed parameters. The Tribunal Advocate is required to liaise with clients and their legal representatives, the Government Solicitor's Office, ACAT and other parties as required and to prepare documentation associated with legal and administrative matters. We are seeking a motivated individual with relevant practical representational experience who can demonstrate that they have highly developed communication, negotiation and liaison skills, the ability to exercise sound judgement and meet tight deadlines.

Eligibility/Other Requirements: Legal or relevant representation experience or qualification desirable. Experience in using a range of IT business and office applications. Current driver's licence. 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Contact Officer: Dyllon Safi-Westendorf (02) 6207 1454 dyllon.westendorf@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.

## **Strategy Participation and Early Intervention**

### **Community Participation Group**

#### **Senior Manager**

##### **Senior Officer Grade A \$135,384, Canberra (PN: 37240)**

Gazetted: 22 March 2017

Closing Date: 29 March 2017

Details: The Senior Manager will lead, develop and implement policies, programs and projects as they relate to Community Participation Group (CPG). This position will provide high level advice to the Director in relation to the above matters and represent the Directorate and ACT Government at a range of local and national forums and at community events and activities. This position requires a high degree of sensitivity and confidentiality, as well as a flexible approach in responding to tight deadlines. This position will report to the Director, CPG.

Eligibility/Other Requirements: This position may be required to work afterhours, on-call and on weekends in accordance with Enterprise Agreement provisions. A security clearance at an appropriate level will be required. Educational, suitability and professional qualification checks may be carried out prior to employment.

Contact Officer: Azra Khan (02) 6205 0522 azra.khan@act.gov.au

## **Corporate Services**

### **Finance and Budget**

#### **Budget Manager**

##### **Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 00297)**

Gazetted: 17 March 2017

Closing Date: 31 March 2017

Details: This position manages the Budget Unit and is responsible for overall budgeting management, including strategic accounting, annual budget management, output statements and the development and implementation of financial policies. The position is responsible for ensuring compliance with legislation, accounting standards, guidelines and policies and ensuring that statutory reporting requirements are met. The position provides input into the Board of Management regarding the Directorate's budget and also provides leadership and direction across the Directorate regarding budget management. This position reports to the Financial Controller.

Eligibility/Other Requirements: Relevant tertiary qualifications in Accounting. Full CPA or equivalent.

Contact Officer: Hamish Palfreyman (02) 6205 7810 hamish.palfreyman@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](mailto:jobs@act.gov.au)**

### **Deputy Director General Information and Knowledge Services Digital Transformation Project Officer**

**Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 38267)**

Gazetted: 16 March 2017

Closing Date: 30 March 2017

Details: The Education Directorate is engaged in an exciting and challenging multi-year upgrade of its IT Portfolio across school and student administration systems. The person in this position performs a key role in the analysis, progress and socialisation of policies, procedures and documentation related to supporting effective ICT use in teaching and learning. The person also provides support and advice to the Chief Information Officer and senior management by developing policy, procedures and documentation that shape the way learning and teaching use ICT. You will need to be self-motivated, adaptable and have efficient and effective communication skills. You will have highly developed work management and organisational skills including the ability to effectively manage workloads, work independently and as part of a team, deliver high quality service to internal and external stakeholders and meet workplace objectives. You will also need experience in teaching and school administration.

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

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

Contact Officer: Ian French (02) 6205 9103 ian.french@act.gov.au

### **System Policy and Reform System Policy and Reform Deputy Director-General-System Policy and Reform Office Executive Support Intergovernmental Relations Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 37070)**

Gazetted: 22 March 2017

Closing Date: 28 March 2017

Details: We are looking for a self-motivated, highly organised person with excellent interpersonal skills and a capacity to negotiate and liaise with a range of people and organisations within the Directorate and nationally. Also critical is the ability to work autonomously, and maintain focus and prioritise competing demands in periods of peak workload. Knowledge of the Council of Australian Government's Ministerial Council and associated governance and processes would be an advantage. If this sounds like you then we welcome your application to join our high performing team in this important position. A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: This is a permanent position commencing in April 2017.

Contact Officer: Amie Corrigan (02) 6205 9156 amie.corrigan@act.gov.au

**Office for Schools**

**Tuggeranong Network**

**Wanniassa School**

**Teacher for Integrated Personalised Learning**

**Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 07095)**

Gazetted: 16 March 2017

Closing Date: 23 March 2017

Details: Wanniassa School is a P to 10 School that operates within the Wanniassa Cluster in the Tuggeranong Network of Schools and focuses on student engagement through integrated learning. The successful applicant is required to personalise learning and teach across several subject areas, as per teacher expertise.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Shane Gorman (02) 6205 6200 shane.gorman@ed.act.edu.au

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

**Office for Schools**

**Tuggeranong Network**

**Wanniassa School**

**Teacher for Integrated Personalised Learning**

**Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 15196)**

Gazetted: 16 March 2017

Closing Date: 23 March 2017

Details: Wanniassa School is a student centred P to 10 School that operates within the Tuggeranong Network of Schools. Wanniassa School has a dynamic and dedicated staff who are focused on student engagement and challenge through personalised learning. The successful applicant is required to work with students to personalise their learning through integrated subject areas, as per the teacher's areas of expertise.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position available from 26 April 2017 until 26 January 2018.

Contact Officer: Shane Gorman (02) 6205 6200 shane.gorman@ed.act.edu.au

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

**Office for Schools**

**South/Weston Network**

**The Woden School**

**Classroom Teacher**

**Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 05067)**

Gazetted: 20 March 2017

Closing Date: 3 April 2017

Details: The successful applicant: plans and delivers high quality teaching and learning experiences through the implementation of a modified and adjusted Australian Curriculum, uses evidence based practices and assessment for learning, demonstrates knowledge and understanding of working with young people who meet the eligibility criteria to attend a special school in a secondary school context, uses a range of IT techniques to engage and

communicate with students, creates and maintains an inclusive, supportive and challenging learning environment to meet the needs of all students, works collaboratively with support staff to enhance learning in the classroom, develops respectful collaborative relationships with colleagues, parents, carers, therapists and the wider community to support students.

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

Note: This is a temporary position available until 26 January 2018.

Contact Officer: Penny Mims (02) 6142 0200 penny.mims@ed.act.edu.au

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

## **Office for Schools**

### **South/Weston Network**

#### **Red Hill School**

#### **Classroom Teacher**

#### **Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 05178)**

Gazetted: 20 March 2017

Closing Date: 3 April 2017

Details: Red Hill School is an International Baccalaureate Primary Years Program (PYP) school, with an enrolment of approximately 700 students (P-6). We are seeking a highly motivated K-6 Primary Classroom Teacher to join our school team. The successful candidate will need to demonstrate experience in, and commitment to, an inquiry based curriculum and a willingness and capacity to work in a highly collaborative learning environment. The successful officer should also have strong communication skills and high level expertise in the teaching of literacy and numeracy. Experience in the International Baccalaureate Program is desirable but not mandatory.

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

Note: This is a temporary position available from 26 May 2017 until 27 January 2018.

Contact Officer: Louise Owens (02) 6205 7144 louise.owens@ed.act.edu.au

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

## **Education Strategy**

### **Learning and Teaching**

#### **A&TSIE**

#### **Aboriginal and Torres Strait Islander Education Officer**

#### **School Assistant 4 \$60,309 - \$65,305, Canberra (PN: 36346, several)**

Gazetted: 22 March 2017

Closing Date: 5 April 2017

Details: The Aboriginal and Torres Strait Islander Education section is seeking people who are passionate about working with Aboriginal and Torres Strait Islander students, their families and schools to support their education and training needs. The successful applicants will be willing to provide classroom support for students and to work in teams to implement programs to build relationships and understanding between Aboriginal and Torres Strait Islander and non-Aboriginal students.

Eligibility/Other Requirements: A current driver's licence. 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). This is an Aboriginal and Torres Strait Islander identified position.

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

Contact Officer: Patrick Chapman (02) 6205 0156 patrick.chapman@act.gov.au

### **School Performance and Improvement**

#### **Tuggeranong Network**

#### **Theodore Primary School**

#### **Principal**

#### **School Leader A \$143,712 - \$172,560, Canberra (PN: 01814)**

Gazetted: 21 March 2017

Closing Date: 4 April 2017

Details: Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Kate Smith (02) 6205 1819 katel.smith@act.gov.au

### **School Performance and Support**

#### **Student Engagement**

#### **Inclusion and Engagement**

#### **Deputy Principal**

#### **School Leader B \$130,851, Canberra (PN: 36812)**

Gazetted: 20 March 2017

Closing Date: 3 April 2017

Details: Support the Manager to develop and achieve section strategic goals and implement the section plan. Assist the Manager to manage the human, financial and physical resources of the section to achieve optimal social and educational outcomes for all students.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Billieann Bambrick (02) 6205 7170 billieann.bambrick@act.gov.au

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

### **System Policy and Reform**

#### **Strategic Policy and Reform**

#### **Future of Education**

#### **Project Officer**

#### **Senior Officer Grade B/A \$116,570 - \$135,384, Canberra (PN: 33844)**

Gazetted: 16 March 2017

Closing Date: 23 March 2017

Details: The Future of Education project is an innovatively designed, highly consultative project underpinning the Government's future strategic direction for education in the ACT. We are looking for leaders in their field to co-design, consult and interpret multiple themes associated with the provision of education. You will be involved with



everything within this project from taking enquiries, actively seeking views from a diverse range of stakeholders, constructing and proof reading material, providing updates, analysing data as well as synthesising multiple viewpoints in order to speak with confidence and precision about the project. This role will be the first point of contact for stakeholders and requires excellent relationship management skills as well as first rate written and verbal communications skills.

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

Note: This is an exciting opportunity to support the delivery of a time limited piece of work within the Education Directorate, available on a temporary basis until 28 September 2017 with the possibility of extension. Applications should include a supporting statement of no more than two pages outlining experience and/or ability across the selection criteria, contact details of at least two referees and a current curriculum vitae. Selection may be based on application and referee reports only. Classification and salary will be based on the successful applicant's experience/qualifications and will be negotiated prior to commencement in the role.

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

**Office for Schools**

**Belconnen Network**

**Belconnen High School**

**Executive Teacher**

**School Leader C \$112,381, Canberra (PN: 03678)**

Gazetted: 21 March 2017

Closing Date: 4 April 2017

Details: As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: David McCarthy (02) 6205 6844 [david.mccarthy@ed.act.edu.au](mailto:david.mccarthy@ed.act.edu.au)

**Office for Schools**

**North/Gungahlin Network**

**Amaroo School**

**Executive Teacher - Primary**

**School Leader C \$112,381, Canberra (PN: 24913)**

Gazetted: 20 March 2017

Closing Date: 3 April 2017

Details: As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Rebecca Turner (02) 6142 1252 [rebecca.turner@ed.act.edu.au](mailto:rebecca.turner@ed.act.edu.au)

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

## Health

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

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

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

#### **Surgery and Oral Health**

#### **Operating Room**

#### **Nurse Manager - Instrument/Circulating**

**Registered Nurse Level 3.2 \$112,687 | From 1 April 2017 the salary for this vacancy will increase by 1.5%,**

**Canberra (PN: 25123)**

Gazetted: 23 March 2017

Closing Date: 6 April 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Surgery and Oral Health is responsible for delivering inpatient and outpatients surgical services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. Overview of the work area and position: The Peri-Operative Unit at Canberra Hospital consists of a Day of Surgery Admissions (DOSA) Unit, 13 Operating Theatres covering a wide range of surgical specialities, Post Anaesthetic Care Unit (PACU) and a 12 bed Extended Day Surgery Unit (EDSU) together with several out of areas procedural/invasive specialty areas. The Nurse Manager: Instrument/Circulating position is: responsible for providing expert clinical leadership and management within a nursing and multidisciplinary team; to embed and maintain the National Safety and Quality Health Service Standards (NSQHSS); and to develop and maintain collaborative partnerships with internal and external stakeholders to facilitate timely and appropriate patient flow.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Holds or is working towards a tertiary management and/or nursing qualification. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Kerri Reeves (02) 6244 3050 [kerri.reeves@act.gov.au](mailto:kerri.reeves@act.gov.au)

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

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

#### **Women, Youth and Children Community Health Programs**

#### **Child Protection Education Coordinator**

**Registered Nurse Level 3.1 \$99,680 - \$103,782 | From 1 April 2017 the salary for this vacancy will increase by 1.5%, Canberra (PN: 28898, expected vacancy)**

Gazetted: 23 March 2017

Closing Date: 6 April 2017

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: Are you a nurse

who is passionate about education and training? Are you concerned about issues of child protection and family violence? An exciting opportunity has arisen for a suitably qualified Registered Nurse to bring both those qualities to the role of the Child Protection Education Coordinator. All ACT Health staff are required to undertake essential education regarding their roles and responsibilities in relation to child protection. The Child Protection Training team develops, provides and evaluates all mandatory child protection training for ACT Health and other health professionals upon request. This includes information around roles and responsibilities according to legislation and policies. As the leader of a small team, the Child Protection Education Coordinator is responsible for the development, presentation and evaluation of education and training programs and strategies in the broad area of child protection for ACT Health. An understanding of the impact of violence, abuse and neglect on children is a critical part of this role.

Eligibility/Other Requirements: Unconditional registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse. Current driver's licence. At least five years post graduate experience with three years in a relevant clinical area. Vocational or tertiary qualification in Education e.g. Certificate IV in Training and Assessment. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a full-time permanent position in ACT Health commencing 22 May 2017.

Contact Officer: Deborah Colliver (02) 6244 2712 [deborah.colliver@act.gov.au](mailto:deborah.colliver@act.gov.au)

**Canberra Hospital and Health Services  
Mental Health, Justice Health, Alcohol and Drug Services  
Child and Adolescent Mental Health  
Nurse - Specialist Youth Mental Health Outreach**

**Registered Nurse Level 3.1 \$99,680 - \$103,782 | From 1 April 2017 the salary for this vacancy will increase by 1.5%, Canberra (PN: 22357)**

Gazetted: 23 March 2017

Closing Date: 6 April 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance 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' homes. These services include: Rehabilitation and Speciality Services; Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS); and Justice Health Services (JHS). Overview of the work area and position: CAMHS provides contemporary mental health services for children and young people who present with moderate to severe mental health presentations. CAMHS provides evidence-based assessment and interventions with a recovery focus. The Registered Nurse position will work collaboratively as part of a multidisciplinary young people's assertive outreach team to enhance access to and provide continued comprehensive mental health treatment for young people aged 14-25 at high risk of developing serious, long term mental health problems, specifically those experiencing early psychosis, those at ultra high risk of developing psychosis, and those who are experiencing severe high prevalence mental illness. Eligibility/Other Requirements: Mandatory: Tertiary qualifications in Nursing and be registered as a Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) with no conditions or undertaking relating to

unsatisfactory professional performance or unprofessional conduct. Current driver's licence. It is highly desirable if you have experience working with young people. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: The successful candidate will be required to be available for evening and weekend work on a regular basis; and work within all program areas of CAMHS as service needs arise. A Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases will be required prior to a formal offer of employment being made.

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

## **Canberra Hospital and Health Services**

### **Clinical Support Service**

#### **Medical Physics and Radiation**

##### **Senior Radiation Engineer**

##### **Health Professional Level 4 \$98,977 - \$106,542, Canberra (PN: 31594)**

Gazetted: 23 March 2017

Closing Date: 30 March 2017

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: We are seeking a suitably qualified and experienced person to lead and manage the Radiation Engineering team based at the Canberra Hospital. This team provides critical first line repair and maintenance services for various items of biomedical equipment, primarily for the Varian medical linear accelerators (Clinacs) installed at the Hospital. ACT Health has four Clinacs (Trilogy and iX) and multiple other radiation equipment (including a Topex superficial x-ray source and Toshiba and Philips CT scanners) on which training is provided if required. Other opportunities for professional development are also provided and strongly supported. The successful applicant will be part of the Medical Physics and Radiation Engineering department of ACT Health. The Department is part of the Division of Clinical Support Services and is integral in providing clinical, scientific and technical support services to ACT Health, including to the Capital Region Cancer Service (CRCS) and the Medical Imaging Department (MID). The vision of the Radiation Engineering team is to provide timely and responsive client focused services with the emphasis on making the experience for cancer patients receiving treatment on the Clinacs as safe, effective and efficient as possible. This is a great opportunity to work with a dynamic professional and technical team in Canberra where the quality of life is superior to many other cities in the world. Canberra is within a couple of hours drive of ski fields, ocean beaches and great agricultural produce as well as being within easy reach of the bustle of Sydney and Melbourne.

Eligibility/Other Requirements: A university degree in a relevant Engineering discipline or equivalent with eligibility for full membership of one of the appropriate professional bodies. Extensive experience in the repair, maintenance and operation of a medical linear accelerator is essential, preferably in equipment similar to that installed at ACT Health. Significant experience in the repair, maintenance and operation of radiation sources is highly desirable. Experience in the repair, maintenance and operation of complex medical equipment and biomedical devices (such as computed tomography or magnetic resonance equipment) is desirable. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Sean Geoghegan (02) 6244 2256 [sean.geoghegan@act.gov.au](mailto:sean.geoghegan@act.gov.au)

## **Canberra Hospital and Health Services**

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

#### **Women's and Children's Health Operational**

##### **WYC Operational Manager**

##### **Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 30675)**

Gazetted: 23 March 2017

Closing Date: 30 March 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: This position is

based in the Centenary Hospital for Women and Children, and provides operational support across numerous service locations within the division. The opportunity would suit a talented, highly skilled employee you has extensive experience in management and leadership of Administrative Services, including both Personal Assistant, Outpatient and Community Staff. The applicant should have comprehensive knowledge and understanding of the functions of Ambulatory Care Services, ensure a high level of customer service is maintained, have the ability to report on KPI's, respond to audits and ensure efficient running of Outpatient Clinics. In collaboration with the Women, Youth and Children (WYC) Executive Director this role will develop, review and implement appropriate policies, conduct regular audits and provide support to all Executive Management Staff across the division. This role requires a high level of initiative, the ability to problem solve with minimal support, an understanding of ACT Health Budgets, Facility Fee Revenue, cost saving initiatives, Quality and Safety.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Holds or working towards a qualification in Management or relevant field is desirable.

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

Contact Officer: Tarryn Guinard (02) 6174 7491 tarryn.guinard@act.gov.au

**Canberra Hospital and Health Services  
Medicine**

**Gastroenterology and Hepatology**

**Liver Clinic Registered Nurse**

**Registered Nurse Level 2 \$86,944 - \$92,151 | From 1 April 2017 the salary for this vacancy will increase by 1.5%, Canberra (PN: 22194)**

Gazetted: 23 March 2017

Closing Date: 30 March 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Liver Clinic is responsible for the treatment and management of people living with and affected by chronic liver disease. The successful applicant will be working as an integral part of the Liver team to provide assessment, education, supervision and treatment to clinic patients. The role will include facilitating research and clinical trials pertinent to clinical practice. The applicant should have an interest in working with culturally diverse and often marginalised populations. You will be supported by both medical, nursing and allied health professionals to become a valued member of this multidisciplinary team.

Eligibility/Other Requirements: Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA). Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Holds or is progressing towards a postgraduate qualification relevant to the area is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a permanent part-time position available at 23.94 hours (0.63 FTE) per week. The salary noted will be paid pro rata. This position does not included shift or weekend work.

Contact Officer: Anne Blunn (02) 6244 4106 anne.blunn@act.gov.au

**Canberra Hospital and Health Services**

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

**Child and Adolescent Mental Health Service (CAMHS)**

**CAMHS Mental Health Clinician**

**Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 22358)**

Gazetted: 23 March 2017

Closing Date: 6 April 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health, 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 HP1 and HP2 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: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); Tertiary qualifications or equivalent in Psychology, Social Work or Occupational Therapy with current ACT registration and eligibility for membership of the appropriate professional organisation; Must hold a current ACT driver's licence; Must be registered under the *Working for Vulnerable People Act 2011*; Applicants must have a minimum of 12 months paid work experience, post qualification in a related/relevant organisation/service. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Desirable: Experience in working with children and young people.

Note: This is a temporary full-time position for 12 months commencing in April 2017. Please note that part-time hours, at four days per week will be considered. The advertised salary will be paid pro rata for part-time hours. An Order of Merit may be used to fill future identical full time temporary vacancies in either the North or South Community Teams within a 12 month period.

Contact Officer: Elloise Barry (02) 6205 1050 elloise.j.barry@act.gov.au

**Canberra Hospital and Health Services**  
**Mental Health, Justice Health, Alcohol and Drug Services**  
**Adult Community Mental Health Services**  
**Clinical Manager**

**Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 37050)**

Gazetted: 23 March 2017

Closing Date: 6 April 2017

Details: 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: Mental Health, Justice Health, Alcohol and Drug Services provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Speciality Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); and Justice Health Services. Gungahlin Mental Health Team, Adult Community Mental Health Teams is a contemporary evidence-based services providing high quality community based mental health care that is guided by the principles of Recovery. The services aim to provide collaborative care involving the people, their carers and other key services that access the service. At this level, it is expected that you will provide high quality clinical interventions, care and to achieve of positive outcomes for people. It is an expectation that you will contribute your expertise to the multidisciplinary team; provide supervision to staff at the Health Professional Officer 1 and 2 Levels as well as students. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Recovery Support Officers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements: Comply with ACT Health credentialing requirements for allied health professionals. Strong understanding of adult community mental health services; Current driver's licence; and a minimum of five years work experience in mental health services. Social Work: Bachelor of Social Work and eligible for membership of the Australian Association of Social Work. Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy and registered with Australian Health Practitioner Regulation Agency AHPRA, eligible for professional membership of Occupational Therapy Australia. Psychology: General Psychology registration with AHPRA. Prior to commencement successful candidates will be required to: have current registration issued under the *ACT Working with Vulnerable People Act 2011*; and undergo a pre-employment Police check.

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

Contact Officer: Bridget Dillon (02) 6205 1110 [bridget.dillon@act.gov.au](mailto:bridget.dillon@act.gov.au)

## **Population Health**

### **Health Protection Service**

#### **Environment Health Management**

##### **Customer Service Officer**

##### **Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 34462)**

Gazetted: 23 March 2017

Closing Date: 30 March 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Population Health Division has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and national policy, program delivery and protocols on population health issues. The Population Health Protection and Prevention Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and reports to the Director General of ACT Health. The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the *Chief Health Officer's Report*. The Health Protection Service (HPS) manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services. Overview of the work area and position: The role of Environmental Health Section is to protect and promote the good health of the ACT community through the fostering of safe and healthy environments. Environmental Health section provides information, policy development, monitoring and enforcement in relation to a wide range of public health activities. As a customer service officer you will be responsible for liaising with food businesses, healthcare facilities, and the general public regarding a wide range of public health activities. Expressions of interest are sought for the position of Customer Service Officer, Environmental Health, Health Protection Service. The position is responsible for providing high level customer service and management regarding public health legislation and requirements within the Australian Capital Territory. The position is also responsible for quality assurance and management of public health complaints within the Environmental Health section.

Eligibility/Other Requirements: The successful applicant will be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and undergo a police check.

Notes: This is a temporary position available for up to five months with the possibility of extension. The position may be filled based on the applications.

Contact Officer: Lorena Mirallas (02) 6205 4619 [lorena.mirallas@act.gov.au](mailto:lorena.mirallas@act.gov.au)

## **Canberra Hospital and Health Services**

### **Surgery and Oral Health**

#### **Medical Staff**

##### **Ophthalmology Clinic Administration Officer**

##### **Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 38243)**

Gazetted: 23 March 2017

Closing Date: 30 March 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They



were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatient surgical services as well as dental health preventative/treatment programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Ophthalmology, Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and admissions/Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. Overview of the work area and position: The Department of Ophthalmology is based at the Canberra Hospital. Three Administrative Service Officers support a multidisciplinary team, comprised of staff specialists, VMOs, registrars, residents, nurses and health professionals, to provide Ophthalmology services to the ACT and surrounding region. Services provided include emergency clinics, routine clinics including post-operative reviews, and minor procedure laser clinics. This position is responsible for overseeing the administrative duties required to coordinate ambulatory patient care for the Ophthalmology specialty. This includes liaising with internal and external stakeholders, managing the billing revenue of each clinic to ensure billing opportunities are maximised and oversight of clinic scheduling.

Eligibility/Other Requirements: Desirable: Working towards or holds a certificate in Management, Customer Service, Medical terminology or another relevant field. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Melanie Applebee (02) 6244 3207 melanie.applebee@act.gov.au

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

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

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

#### **Radiation Therapist**

#### **Radiation Therapist Grade 2 \$63,438 - \$87,683, Canberra (PN: 29889)**

Gazetted: 23 March 2017

Closing Date: 6 April 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. Overview of the work area and position: The Radiation Oncology Department is located in the Canberra Region Cancer Centre at the Canberra Hospital and provides state of the art radiotherapy treatment facilities combined with quality care for ACT and regional cancer patients. The Department is currently equipped with the latest technology including four Varian linear accelerators with IGRT/IMRT/Stereotactic options, two dedicated CT Simulators, SXRT, Pinnacle 3D RTTPS, iPlan SRS planning system, ExacTrac imaging system, HDR brachytherapy and ARIA Oncology Information System.

Eligibility/Other Requirements: Mandatory: A recognised tertiary (or equivalent) qualification in Radiation Therapy. Unconditional registration as a Radiation Therapy Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA), Medical Radiation Practice Board of Australia. ACT Radiation Council License to operate radiation

emitting apparatus used for Radiation Therapy purposes. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months.

Contact Officer: Brett Fittler (02) 6244 2218 [brett.fittler@act.gov.au](mailto:brett.fittler@act.gov.au)

## **Canberra Hospital and Health Services**

### **Critical Care**

#### **Intensive Care Unit**

##### **Nurse - Intensive Care Unit**

**Registered Nurse Level 1 \$62,609 - \$83,634 | From 1 April 2017 the salary for this vacancy will increase by 1.5%, Canberra (PN: 17556)**

Gazetted: 23 March 2017

Closing Date: 30 March 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services 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, paediatric and obstetric services, including complex procedures in areas such as Intensive Care Unit, Neonatal Intensive Care, Cardiac and Neurosurgery. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The division of Critical Care 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). Overview of the work area and position: The Intensive Care Unit is a 31 bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS. The unit satisfies College requirements for training in Neurosurgery, Cardiothoracics and Trauma. The unit participates in international multi-disciplinary and multi-centre research. The unit has a strong commitment to teaching at undergraduate and postgraduate and research with excellent opportunities for collaborative research. The Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650 000. It is a modern 670+ bed hospital providing most major medical and surgical sub-specialty services. Nurses at this level provide a competent and safe level of nursing care commensurate with experience to patients within ACT Health. The activities required of roles at this level are predominately clinical in nature. Nurses at this level accept accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff.

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

Contact Officer: Genevieve Harrigan (02) 6244 2756 [genevieve.harrigan@act.gov.au](mailto:genevieve.harrigan@act.gov.au)

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Renal**

##### **Renal Home Therapies Nurse**

**Registered Nurse Level 1 \$62,609 - \$83,634 | From 1 April 2017 the salary for this vacancy will increase by 1.5%, Canberra (PN: 34142)**

Gazetted: 23 March 2017

Closing Date: 30 March 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. The Renal Network offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW. These include Chronic Kidney Disease clinics, acute, satellite and home dialysis services, pre and post transplantation services, hypertension clinics and a supportive care clinic. This team has a multidisciplinary approach with an emphasis on research and evidence based practice and is committed to partnering with patients to provide excellent care. The Renal Home Therapies Nurse will work with the home therapies team to deliver pre dialysis education, training and monitoring of home dialysis patients both Peritoneal dialysis and home haemodialysis. This position includes participation in provision of after-hours care including the on call roster. The position is based at the Canberra Hospital in the ACT and reports to the Clinical Nurse Consultant of Renal Home Therapies.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA); current driver's licence.

Desirable: Experience with working in a team producing quality improvement projects. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check; and obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Contact Officer: Anne Maguire (02) 6174 8366 [anne.maguire@act.gov.au](mailto:anne.maguire@act.gov.au)

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

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

#### **Justice Health Services**

#### **Registered Nurse - Dhulwa Mental Health Unit**

**Registered Nurse Level 1 \$62,609 - \$83,634 | From 1 April 2017 the salary for this vacancy will increase by 1.5%, Canberra (PN: 37303, several)**

Gazetted: 23 March 2017

Closing Date: 6 April 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Dhulwa Mental Health Unit (DMHU) is part of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) which is a contemporary evidence based service, providing high quality mental health care that is guided by principles of Recovery. The Dhulwa Mental Health Unit provides a safe and structured environment with 24 hour clinical support for people with moderate to severe mental illness who cannot be safely cared for in a less restrictive environment. This will include people who are, or are likely to become, involved with the criminal justice system, and civil consumers of general mental health services. The service aims to provide collaborative care involving the consumer, their carers and other key services. All staff have a responsibility to maintain the safety and security of consumers, staff and visitors within this high security environment. In this role under limited supervision, you will provide, high quality nursing care to consumers within a therapeutic secure environment. All team members are

required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Approved tertiary or equivalent qualifications in Nursing. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Nursing experience within a mental health or alcohol and drug service. Desirable: Understanding of forensic mental health and a current driver's licence. Prior to commencing in this role: A Current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*, and pre-employment National Police History check are required. A Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases will be required prior to a formal offer of employment being made.

Contact Officer: Liza Marando (02) 6207 1975 liza.marando@act.gov.au

## **Canberra Hospital and Health Services**

### **Clinical Support Services**

#### **Clinical Records**

##### **Clinical Coder - Medical Records**

##### **Clinical Coder \$62,113 - \$76,995, Canberra (PN: 29582)**

Gazetted: 23 March 2017

Closing Date: 30 March 2017

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. E-Health and Clinical Records is a branch of the Office of the Deputy Director-General, Strategy and Corporate Division. Overview of the work area and position: An exciting opportunity exists for a suitably qualified, efficient and experienced Clinical Coder to join the Clinical Coding team at Canberra Hospital. The Clinical Record Service is part of the E-Health and Clinical Records Branch and is primarily responsible for managing ACT Health's centralised clinical records and completing all inpatient clinical coding. Clinical coding is an essential function for ACT Health to support clinical research and education, to facilitate accurate funding reimbursement, assist in the planning and evaluation of health care services and to fulfil local and mandatory national data submission requirements. Under general direction you will be responsible for the timely and accurate coding of inpatient records. This will involve abstracting relevant information on-line from scanned clinical records and other associated clinical information systems and assigning complete and accurate codes in accordance with established coding procedures and standards. You will play a key role in determining appropriate DRG allocation, optimising coding throughput, ensuring targets and key performance indicators are met and participating in routine coding quality improvement activities.

Eligibility/Other Requirements: Completion of an approved HIMAA clinical coding certificate course or equivalent. Applicants must be an Australian Citizen or Permanent Resident to apply. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a full-time permanent position, part-time hours may be considered, with the possibility of working on-site at Canberra Hospital or coding remotely e.g. working from home. Applicants may be required to complete a coding test to assess coding competency as a component of the recruitment process. Selection may be based on written application and referee reports only. Remuneration value up to \$86,112 per annum comprising salary between \$62,113 - \$76,995 plus employer contribution to superannuation (up to 10.50%) and annual leave loading (17.50%).

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**

##### **Rehabilitation Counsellor**

##### **Health Professional Level 2 \$60,871 - \$83,563, Canberra (PN: 33979)**

Gazetted: 23 March 2017

Closing Date: 6 April 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute,

sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: An exciting opportunity exists within the Rehabilitation, Aged and Community Care (RACC) division for a Rehabilitation Counsellor. We are looking for a suitably qualified and experienced health professional to fill the role of Rehabilitation Counsellor in our Rehabilitation programs. Rehabilitation is a therapeutic process aimed at maximising recovery and independence after illness or injury. The Rehabilitation Counsellor will be working with clients of rehabilitation (and when appropriate, their family/carers) who would benefit from the provision of appropriate therapeutic counselling. The Rehabilitation Counsellor works as part of a multidisciplinary team, providing a service to clients of the RACC Rehabilitation programs as they make the transition through various stages in the rehabilitation process. This position will report to the Manager/Senior Clinical Psychologist for Line Management and will receive appropriate professional/clinical supervision. Eligibility/Other Requirements: For Social Work: Tertiary qualifications in Social Work (AASW Accredited Social Work Degree). Eligibility for membership with the Australian Association of Social Workers. For Psychology: At least a four or five year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1). Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Previous work as a counsellor is highly desirable. Comply with ACT Health credentialing requirements for allied health professionals. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Note: This is a part-time position at 29:24 hours per week and salary will be paid pro rata for part-time hours. This position may be required to participate in overtime, on call, and/or rotation roster. Contact Officer: Sean Hambrook (02) 6244 2772 sean.hambrook@act.gov.au

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Resources**

#### **Sleep Scientist**

#### **Health Professional Level 2 \$60,871 - \$83,563, Canberra (PN: 24824)**

Gazetted: 23 March 2017

Closing Date: 6 April 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Sleep Disorders Unit which is part of the Department of Respiratory and Sleep Medicine based in the Division of Medicine provides 24 hour clinical laboratory services to patients in sleep physiological measurement. The role involves evening, overnight and day shifts on a rotating roster basis as part of a multidisciplinary team that provides high quality service in keeping with national accreditation standards conducting sleep polysomnography and therapy interventions directly to patients. In addition, the role will assist in education of treatment strategies as part of an ongoing clinical care model.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Health Science/Human Physiology and eligibility for membership of the appropriate professional organisation. Must hold a current driver's licence. Shift Work - able to work up to a 12 hour overnight shift as part of a rotational roster. Current knowledge and recent experience conducting and the analysis of sleep physiology measurement are essential. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Comply with ACT Health credentialing requirements for allied health professionals. Post-graduate qualifications in Sleep Medicine and/or professional credential from the Board of Registered Polysomnographic Technologists is desirable.

Note: This is a temporary position available for a period of 12 months. The increment level for this position will be determined by the successful applicant's qualifications, current knowledge and relevant experience.

Contact Officer: Derek Figurski (02) 6244 2066 derek.figurski@act.gov.au

**Canberra Hospital and Health Services**

**Medicine**

**Gastroenterology**

**GEHU Billing Officer**

**Administrative Services Officer Class 3 \$59,152 - \$63,661, Canberra (PN: 31205)**

Gazetted: 23 March 2017

Closing Date: 30 March 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: This position provides administrative support to Division of Medicine Gastroenterology and Hepatology Unit (GEHU) Outpatient Department by assisting with the management of billing and revenue and outpatient clinics. The Gastroenterology and Hepatology Unit at Canberra Hospital provides consultative and endoscopic services for persons with digestive diseases, including liver and biliary tract disease. The Unit provides: Inpatient care of patients with gastroenterological and diseases; Consulting service; Endoscopic procedures; Clinics for patients with viral hepatitis, liver disease, inflammatory bowel disease, inherited gastrointestinal cancer and complex gastrointestinal disorders; and clinics, support and follow up for participants in the National Bowel Cancer Screening Program. Eligibility/Other Requirements: To be successful in this position, it is expected that the successful candidate will have strong organisational skills with a high degree of drive; adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Aimee Divorty (02) 6244 3659 aimee.divorty@act.gov.au

**Canberra Hospital and Health Services**

**Rehabilitation, Aged and Community Care**

**Executive**

**Administration Officer - Rehabilitation, Aged and Community Care**

**Administrative Services Officer Class 3 \$59,152 - \$63,661, Canberra (PN: 28774, several)**

Gazetted: 23 March 2017

Closing Date: 30 March 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary Rehabilitation, Aged and Community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration, and integrity. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Public Hospital (UCPH) is part of ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. A number of RACC services work collaboratively with patients, their carers and other services within and external to ACT Health. Overview of the work area and position: Working across multiple sites including potential to work at UCPH, the RACC Administration team is responsible for effective and efficient delivery of administrative support to both internal and external clients to support the delivery of high quality customer service and patient care.

Eligibility/Other Requirements: Previous experience in a health administration/office management position or certificate in Business Administration (Medical) is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: There are two positions available; one full-time and one part-time position. The part-time position is responsible for providing weekend support to the Village Creek Centre. Hours for this role are Saturday and Sunday 8:00am-12:00pm and two hours during the week and this day is negotiable. The advertised salary will be paid pro rata for part-time hours.

Contact Officer: Lydia Thomas (02) 6174 8356 lydia.m.thomas@act.gov.au

## **Canberra Hospital and Health Services**

### **Surgery and Oral Health**

#### **Medical Staff**

##### **Senior Perfusionist**

**Health Professional Level 5 \$116,570 - \$131,229, Canberra (PN: 25765, expected vacancy)**

Gazetted: 23 March 2017

Closing Date: 6 April 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. Overview of the work area and position: The Cardiac Surgery Department of The Canberra Hospital is a busy service supported by excellent imaging and diagnostic facilities. The Cardiac Surgery faculty currently consists of two consultants, three registrars and two perfusionists, as well as one full-time secretary. This role provides cardiac perfusionist services to both public and private hospitals.

Eligibility/Other Requirements: Registered with the Australian New Zealand Cardiac Perfusionist. Two year Diploma of Perfusion as administered by the Australasian Board of Cardiovascular Perfusion (ABCP). Participate in Perfusion close call 24hr/7 days a week. Qualified Australian Board of Cardiovascular Perfusion Diploma with five years Perfusion post graduation experience is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Provide a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes. Comply with ACT Health credentialing requirements for allied health professionals.

Contact Officer: Shannon Dougan (02) 6244 4175 shannon.dougan@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](mailto:jobs@act.gov.au)**

### **Legislation, Policy and Programs**

#### **Policy Officer**

**Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 42663, expected vacancy)**

Gazetted: 16 March 2017

Closing Date: 23 March 2017

Details: Legislation, Policy and Programs is seeking applications for a permanent legal Policy Officer at the Administrative Service Officer 6 level. The Branch is responsible for law policy and legislation within the justice portfolio in the ACT. The successful applicant will be required to cover a diverse range of legal and policy issues that impact on the justice system in the ACT. Functions will include preparing advice and related reports and correspondence for relevant Ministers, managing justice related projects, engaging in consultation with the



community and government and participating in local and national forums. The successful candidate will be expected to contribute to the strategic direction of the team.

Eligibility/Other Requirements: Relevant tertiary qualifications and experience within a justice environment is highly desirable.

Note: The salary range for this position is \$78,644 to \$90,006 depending on relevant experience. Applications should include a statement addressing the selection criteria of no more than three pages and current curriculum vitae and a written referee report from a current supervisor.

Contact Officer: Megan Sparke (02) 6207 0580 [megan.sparke@act.gov.au](mailto:megan.sparke@act.gov.au)

### **ACT Corrective Services**

#### **Custodial Operations**

#### **Alexander Maconochie Centre**

#### **Intelligence Manager**

#### **Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 15651)**

Gazetted: 20 March 2017

Closing Date: 3 April 2017

Details: ACT Corrective Services (ACTCS) is seeking applications from experienced, highly motivated, career-oriented people, for the role of Intelligence Manager (SOGB) in the Alexander Maconochie Centre (AMC) Intelligence Unit. This Unit provides a centrally located and identifiable focal point within the AMC for all intelligence related matters. The successful candidate will lead the AMC Intelligence Strategy, operations, and workflow of intelligence gathering, analysing information relating to possible illicit and illegal activity within the correctional system. You will coordinate direct actions in relation to suspected contraband introduction or possession, and provide Operational, Strategic and Tactical (Intel) advice to Senior Custodial Officers. Further to this, you will coordinate Urinalysis conducted in the AMC and will be responsible for conducting or coordinating risk assessments of all detainees remanded or imprisoned in the AMC, implementing and enforcing procedures designed to identify tax fraud or other Commonwealth and jurisdictional offences. The successful candidate will build an Intelligence Culture within the AMC and will instruct Custodial and Non-Custodial staff and students in Intelligence gathering, Crime Scene preservation, evidence gathering and processing and Urinalysis. You will also create and maintain effective working relationships with various stakeholders, including Community Corrections, AFP, ATO and other government organisations. Additionally, the successful candidate will create high level reports relating to the responsibilities of the Intelligence Unit and provide high level advice, statistical data and reports requested for Ministerial and other Agency briefs.

Eligibility/Other Requirements: Relevant tertiary qualifications are desirable. Experience in conducting intelligence duties in a criminal investigation or correctional related area essential. Current unrestricted manual driver's licence and Senior First Aid Certificate are essential requirements. Eligible applicants will be required to undergo pre-employment medical testing and a Police Record Check. Eligible applicants may be required to undergo psychological aptitude testing as part of the recruitment process. Eligible applicants will be required to undergo security-vetting procedures to a SECRET level. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

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

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

Contact Officer: Paul Rushton (02) 6207 9413 [paul.rushton@act.gov.au](mailto:paul.rushton@act.gov.au)

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

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

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

#### **Strategy, Innovation and Customer Experience**

#### **Customer Experience**

**Customer Research and Data Analysis Manager**

**Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 34453)**

Gazetted: 21 March 2017

Closing Date: 4 April 2017

Details: Position Overview Transport Canberra and City Services (TCCS) delivers a wide range of services which Canberrans rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, building and managing our roads, footpaths and cycle paths, building light rail, delivering and operating an integrated public transport network, and maintaining many of Canberra's lakes and ponds. A number of the ACT Government's commercial operations are run by TCCS, including ACT NOWaste, Capital Linen Service, Yarralumla Nursery, and the ACT Public Cemeteries Authority. TCCS employs close to 2000 staff working in locations across the ACT. About the Position Strategy Innovation and Customer Experience (SICE) is a new unit which has been established as part of the formation of TCCS on 1 July 2016. Strategy Innovation and Customer Experience is responsible for continually improving services and implementing innovative programs to deliver services and information to the Canberra Community. It is made up of three business Units: Customer Experience; Innovation and Technology; and Assets, Schools and Active Travel. The Customer Experience team will play an important role in shaping an integrated transport network and city services that are people-focused and innovative. The Customer Experience team drives the development of frameworks and strategies to deliver better customer experiences, more effective community engagement and establish respectful stakeholder relationships relating to our services for the community. Key deliverables for the Role include: Work with business areas in TCCS to shape a comprehensive research programme into customer perceptions Analyse customer feedback to inform strategies and projects to enhance the customer experience. 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.

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

Contact Officer: Claire Harper (02) 6205 4254 [claire.harper@act.gov.au](mailto:claire.harper@act.gov.au)

**Chief Operating Officer**

**Chief Operating Office**

**Executive Assistant**

**Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 38138)**

Gazetted: 22 March 2017

Closing Date: 5 April 2017

Details: This role provides high level executive administrative and secretarial services to the Chief Operating Officer. Our ideal candidate will have experience as an Executive Assistant or similar role. They will demonstrate: a high level attention to detail; an ability to work within a small, dynamic team; good judgement and tact; the ability to achieve results in a fast-paced and rapidly changing environment; sound written and excellent oral communication; and an understanding of government administration and processes. Further details of the role can be obtained from selection documentation.

Contact Officer: Nicole Stevens (02) 6207 8676 [nicolef.stevens@act.gov.au](mailto:nicolef.stevens@act.gov.au)

**Strategy, Innovation and Customer Experience**

**Customer Experience**

**Customer Service Officer**

**Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 20385, several)**

Gazetted: 22 March 2017

Closing Date: 5 April 2017

Position Overview: Transport Canberra and City Services (TCCS) delivers a wide range of services which Canberrans rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, building and managing our roads, footpaths and cycle paths, building light rail, delivering and operating an integrated public transport network, and maintaining many of Canberra's lakes and ponds. A number of the ACT Government's commercial operations are run by TCCS, including ACT NOWaste, Capital Linen Service, Yarralumla Nursery, and the ACT Public Cemeteries Authority. TCCS employs close to 2000 staff working in locations across the ACT.

About the Positions: Strategy Innovation and Customer Experience (SICE) is a new unit which has been established as part of the formation of TCCS on 1 July 2016. Strategy Innovation and Customer Experience is responsible for

continually improving services and implementing innovative programs to deliver services and information to the Canberra Community. It is made up of three business Units: Customer Experience; Innovation and Technology; and Assets, Schools and Active Travel. The Customer Experience team will play an important role in shaping an integrated transport network and city services that are people-focused and innovative. The Customer Experience team drives the development of frameworks and strategies to deliver better customer experiences, more effective community engagement and establish respectful stakeholder relationships relating to our services for the community. Key deliverables for the Role include: Professionally handle escalated calls and requests from customers and ensure that issues are resolved both promptly and thoroughly. Handle issues in the best interest of both customer and TCCS. 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.

Note: These are temporary positions available for up to six months with the possibility of extension.

Contact Officer: Barbara Gough (02) 6207 8857 barbara.gough@act.gov.au

## **Roads and Infrastructure**

### **City Services**

#### **Place Management**

##### **General Service Officer 3/4**

##### **General Service Officer Level 3/4 \$46,391 - \$50,660, Canberra (PN: 25370, several)**

Gazetted: 20 March 2017

Closing Date: 4 April 2017

Details: City Services is seeking skilled and motivated persons to work either individually or as part of a team in the Place Management section to deliver horticultural maintenance and cleaning services of Canberra's parks, urban open spaces and city places. 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: Current Manual driver's licence (preferably light rigid class); Ability to undertake the physical requirements of the tasks listed in the Position Description; Be prepared to wear a uniform; and willingness to work at various Canberra regional maintenance depots to meet business needs.

Note: Several, temporary vacant positions are available for up to twelve months with the possibility of extension and or permanency from this process. Positions may be filled based on application and referee reports only. To apply for this position please complete the attached questionnaire, supply two written referee reports (Attachment 2) and the job application coversheet.

Contact Officer: Tessa Roberts (02) 6207 5034 tessa.roberts@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.

## **Transport Canberra**

### **Light Rail**

#### **Constructions**

##### **Surveillance Officer**

##### **Infrastructure Officer 4 \$117,576 - \$133,583, Canberra (PN: 38214, several)**

Gazetted: 16 March 2017

Closing Date: 30 March 2017

Details: Transport Canberra City Services is seeking to employ two Surveillance Officers to assist in monitoring the construction of the Light Rail Network which will deliver a modern transport system that can meet the requirements of our growing, changing city. Construction of stage one of the Light Rail Network is now underway, with work progressing on the 12 kilometre City to Gungahlin corridor. The Surveillance Officer is a key role within the Light Rail project team and is part of the Construction Branch. The Construction Branch is a function of the Procurement and Delivery Division and is responsible for coordination and management of the various Construction interfaces associated with the Design and Delivery of the project. The Surveillance Officer will report to the Construction Coordinator and is also required to liaise closely with staff and project advisors across the Agency, Project Co, Independent Certifier, National Capital Authority, Technical Advisor/s and within the ACT Government as necessary.

Eligibility/Other Requirements: Relevant qualifications or equivalent experience in Construction, Engineering or Project Management. Current drivers licence. Good working knowledge of WHS requirements in construction. The following will be highly regarded: Experience in the delivery of transportation assets and infrastructure within an urban environment; Knowledge of the ACT Government environment, including understanding of legislation as it applies to this project, particularly WHS.

Note: These are temporary positions available for 12 months with the possibility of extension.

Contact Officer: Luke Jansen (02) 6205 7653 luke.jansen@act.gov.au

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

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

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

### **Climate Change and Sustainability**

#### **Sustainability Programs**

#### **Household Team**

#### **Program Officer**

#### **Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 17928)**

Gazetted: 17 March 2017

Closing Date: 7 April 2017

Details: The Sustainability Programs section develops and delivers sustainability programs for ACT households, schools and businesses to support implementation of ACT Government environment and sustainability policies. The Household Team delivers onsite services via contractors, workshops, events and online tools to support a range of sustainability options for Householders to take up. The successful applicant will have strong program delivery experience and have experience in the use of IT and web applications.

Eligibility/Other Requirements: Current driver's licence essential.

Notes: This is a temporary position available until 13 February 2018 with the possibility of extension and/or permanency. Some weekend and after hours work may be required.

Contact Officer: Ros Malouf (02) 6207 5335 ros.malouf@act.gov.au

### **APPOINTMENTS**

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

#### **Administrative Services Officer Class 4/5 \$65,671 - \$77,256**

Jessica Caldwell 853-54894, Section 68(1), 3 April 2017

#### **Administrative Services Officer Class 4 \$65,671 - \$71,108**

Elissa Rachele Campbell 853-50922, Section 68(1), 9 March 2017

#### **Administrative Services Officer Class 4/5 \$65,671 - \$77,256**

Giang Ngoc Chu 853-54886, Section 68(1), 3 April 2017

#### **Senior Officer Grade C \$98,977 - \$106,542**

Fabiola Viana De Freitas 795-60085, Section 68(1), 20 March 2017

#### **Community Services**

#### **Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade)**

Anna Lauren Perry 836-11674, Section 68(1), 20 March 2017

**Director of Public Prosecutions**

**Paralegal Grade 3 \$67,684 - \$71,108**

Elysha Treacy 846-88075, Section 68(1), 22 March 2017

**Health**

**Registered Nurse Level 1 \$62,609 - \$83,634**

Jennifer Cox 813-00653, Section 68(1), 23 March 2017

**Enrolled Nurse Level 1 \$56,784 - \$60,668**

Sharon Maree Jovic 853-54771, Section 68(1), 18 May 2017

**Administrative Services Officer Class 5 \$72,986 - \$77,256**

Avijit Sarkar 853-54691, Section 68(1), 20 March 2017

**Health Professional Level 4 \$98,977 - \$106,542**

Zongjian Yang 845-21822, Section 68(1), 20 March 2017

**Registered Nurse Level 1 \$62,609 - \$83,634**

Penelope Pitman-Hobbs: 85041871, Section 68(1), 06 April 2017

**Justice and Community Safety**

**Administrative Services Officer Class 3 \$59,152 - \$63,661**

Nwinnianaa Delle 846-94096, Section 68(1), 20 March 2017

**Transport Canberra and City Services**

**TGSO5/TGSO6/TGSO7 Workshop Staff \$71,012 - \$80,011**

David Hemphill 853-55053, Section 68(1), 20 March 2017

**Administrative Services Officer Class 5 \$72,986 - \$77,256**

Rebecca Zerial 853-49497, Section 68(1), 6 March 2017

**Environment, Planning and Sustainable Development**

**Administrative Services Officer Class 5 \$72,986 - \$77,256**

Kirra Cox 848-65828, Section 68(1), 9 March 2017

**Senior Officer Grade C \$98,977 - \$106,542**

Edwina Robinson 846-90239, Section 68(1), 16 March 2017

**Administrative Services Officer Class 5 \$72,986 - \$77,256**

Edana Sinclair 850-70322, Section 68(1), 9 March 2017

**TRANSFERS**

**Chief Minister, Treasury and Economic Development**

**Mei Lin Lam: 799-83870**

From: Senior Officer Grade C \$98,977 - \$106,542

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade C \$98,977 - \$106,542  
Chief Minister, Treasury and Economic Development, Canberra (PN. 38061) (Gazetted 19 December 2016)

### **Community Services**

#### **Natalie Worony: 846-99620**

From: Health Professional Level 2 \$60,871 - \$83,563

Health

To: Health Professional Level 2 \$60,871 - \$83,563

Community Services, Canberra (PN. 03349) (Gazetted 25 November 2016)

### **Health**

#### **Margot Green: 780-57277**

From: Health Professional Level 4 \$98,977 - \$106,542

Health

To: Health Professional Level 4 \$98,977 - \$106,542

Health, Canberra (PN. 25523) (Gazetted 26 March 2017)

### **PROMOTIONS**

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

##### **Infrastructure Finance and Advisory**

##### **Infrastructure Policy and Analysis**

#### **Trevor Francis Banks: 821-04064**

From: Senior Officer Grade C \$98,977 - \$106,542

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$116,570 - \$131,229

Chief Minister, Treasury and Economic Development, Canberra (PN. 37026) (Gazetted 15 February 2017)

##### **Policy and Cabinet**

##### **Cabinet Office**

#### **Georgia Junakovic: 835-6849**

From: Administrative Services Officer Class 5 \$72,986 - \$77,256

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$78,644 - \$90,006

Chief Minister, Treasury and Economic Development, Canberra (PN. 32282) (Gazetted 6 February 2017)

##### **Shared Services**

##### **Finance and Human Resources Services**

##### **HR Systems Team**

#### **Pieta Maguire: 740-91849**

From: Administrative Services Officer Class 6 \$78,644 - \$90,006

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$98,977 - \$106,542

Chief Minister, Treasury and Economic Development, Canberra (PN. 31076) (Gazetted 2 December 2016)

##### **Access Canberra**

##### **Community, Business and Transport Regulation**

##### **Vehicle Safety Standards**

#### **Barton Manning: 817-33950**

From: General Service Officer Level 8 \$63,239 - \$66,823

Chief Minister, Treasury and Economic Development

To: Technical Officer Level 3 \$68,126 - \$76,990  
Chief Minister, Treasury and Economic Development, Canberra (PN. 00900) (Gazetted 21 February 2017)

**Workforce Capability and Governance**

**Public Sector Management**

**Rebecca Maybury: 827-31076**

From: Administrative Services Officer Class 5 \$72,986 - \$77,256

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$98,977 - \$106,542

Chief Minister, Treasury and Economic Development, Canberra (PN. 42268) (Gazetted 3 February 2017)

**Workforce Capability and Governance**

**Public Sector Management**

**Flexible Work Arrangements Team**

**Matthew Charles Attilio Padovan: 835-62956**

From: Administrative Services Officer Class 5 \$72,986 - \$77,256

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$98,977 - \$106,542

Chief Minister, Treasury and Economic Development, Canberra (PN. 35017) (Gazetted 31 January 2017)

**Sales, Marketing and Property Management**

**Venues Canberra**

**Manuka Oval**

**Megan Jane Pottie: 821-15855**

From: Administrative Services Officer Class 4 \$65,671 - \$71,108

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$72,986 - \$77,256

Chief Minister, Treasury and Economic Development, Canberra (PN. 34220) (Gazetted 3 February 2017)

**Health**

**Canberra Hospital and Health Services**

**Cancer Ambulatory and Community Health Support**

**Cancer Nursing**

**Susan Booth: 816-84511**

From: Administrative Services Officer Class 3 \$59,152 - \$63,661

Health

To: Administrative Services Officer Class 4 \$65,671 - \$71,108

Health, Canberra (PN. 37796) (Gazetted 15 December 2016)

**Canberra Hospital and Health Services**

**Stephen Dawes: 827-31623**

From: Health Service Officer Level 4 \$49,220 - \$51,102

Health

To: Administrative Services Officer Class 3 \$59,152 - \$63,661

Health, Canberra (PN. 21507) (Gazetted 8 December 2016)

**Canberra Hospital and Health Services**

**Cancer, Ambulatory and Community Health Support**

**Cancer Nursing**

**Ngair Parkyn: 846-84226**

From: Registered Nurse Level 1 \$62,609 - \$83,634

Health

To: Registered Nurse Level 2 \$86,944 - \$92,151

Health, Canberra (PN. 17241) (Gazetted 9 February 2017)



**Canberra Hospital and Health Services**

**Sally Power: 827-22321**

From: Enrolled Nurse Level 1 \$56,784 - \$60,668  
Health

To: Registered Nurse Level 1 \$62,609 - \$83,634  
Health, Canberra (PN. 37768)

This promotion is to a non advertised vacancy and is in accordance with Section 72 of the Nursing and Midwifery Enterprise Agreement 2013–2017.

**Justice and Community Safety**

**ACT Corrective Services**

**Business Policy and Coordination**

**Policy and Government**

**Julia Burns: 827-23885**

From: Administrative Services Officer Class 4 \$65,671 - \$71,108  
Justice and Community Safety

To: Administrative Services Officer Class 6 \$78,644 - \$90,006  
Justice and Community Safety, Canberra (PN. 36114) (Gazetted 3 January 2017)

**Transport Canberra and City Services**

**Chief Operating Officer Group**

**Governance and Business Solutions**

**Governance**

**Vilma Antonieta Bell: 843-59124**

From: Administrative Services Officer Class 6 \$78,644 - \$90,006  
Transport Canberra and City Services

To: †Senior Officer Grade C \$98,977 - \$106,542  
Transport Canberra and City Services, Canberra (PN. 10047) (Gazetted 28 November 2016)

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.

**Chief Operating Officer Group**

**Governance and Business Solutions**

**Assembly and Government**

**Samantha Jade Turner: 820-83654**

From: Administrative Services Officer Class 5 \$72,986 - \$77,256  
Transport Canberra and City Services

To: Administrative Services Officer Class 6 \$78,644 - \$90,006  
Transport Canberra and City Services, Canberra (PN. 14104) (Gazetted 14 November 2016)