



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 06 April 2017**

## VACANCIES

### Calvary Health Care ACT (Public)

#### Hospital @ Home

##### GRACE Project Manager

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

Gazetted: 12 April 2017

Closing Date: 23 April 2017

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

Contact Officer: John Merchant (02) 6201 6259 john.merchant@calvary-act.com.au

Reference Number: 14811

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

#### Hospital @ Home

##### GRACE Clinical Manager

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

Gazetted: 12 April 2017

Closing Date: 23 April 2017

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

Contact Officer: John Merchant 02 6201 6259 john.merchant@calvary-act.com.au

Reference Number: 14813

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

#### Medical Administration

##### Medical Services Coordinator

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

Gazetted: 11 April 2017

Closing Date: 24 April 2017

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

Reference Number: 14791

Contact Officer: Gaylene Findlay gaylene.findlay@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)**

#### Technology and Design

##### Horticulture and Floristry

##### Apprentice Coordinator

**Teacher Level 1 \$70,519 - \$94,094, Canberra (PN: 51279)**

Gazetted: 10 April 2017

Closing Date: 24 April 2017

Details: As Apprentice Coordinator for CIT Horticulture and Floristry, you will be required to coordinate the departments User Choice (apprenticeship program) including associated administrative tasks and liaison with

employers and teachers, develop and maintain a good working relationship with industry and key stakeholders. Assist with career advice and the enrolment of apprentices and preparation and monitoring of training plans and training contracts. 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: New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve months of commencement; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or its successor). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or its successor). Industry Experience: All teacher and Teacher Level 1 or 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Desirable: Certificate III trade level (or higher) qualification/s in a discipline of horticulture; Experience in User Choice/Apprenticeship area an advantage.

Note: This is a temporary position available for a period of three years with the possibility of extension up to but not exceeding five years. This is a part-time position at 18:22 hours per week. The salary noted above will be paid pro rata for part-time hours. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements. CIT is committed to building an inclusive workplace through a culturally diverse workforce.

Contact Officer: Julie Collins (02) 6207 3024 julie.collins@cit.edu.au

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

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

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

#### **Revenue Management**

##### **ACT Valuation Office**

##### **Senior Valuer**

##### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 38423)**

Gazetted: 11 April 2017

Closing Date: 25 April 2017

Details: The successful applicant will be responsible for managing the most difficult and complex valuation tasks from assessment to dispute resolution, will be expected to collaborate with a small team of valuers and will be required to have a good working knowledge of valuation systems and records management. You will be working within a government environment and will be required to support the manager with strategic corporate and technical input, manage relationships at the executive level and cross directorate as well as understand the requirements of the ACT Public Service (ACTPS) codes and values in the workplace.

Eligibility/Other Requirements: A good working knowledge of Microsoft Office suite, formal qualifications in valuations or related field and Certified Practising Valuer (CPV) accreditation with a recognised Industry body is highly desirable.

Notes: This is a temporary position available until 30 June 2019. Selection may be based on application and referee reports only.

Contact Officer: Carlo King (02) 6205 4863 carlo.king@act.gov.au

**Shared Services**

**Strategic HR and Corporate**

**Change Management**

**Change Manager**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 35816)**

Gazetted: 07 April 2017

Closing Date: 14 April 2017

Details: Shared Services is seeking an expression of interest from an experienced and motivated change management professional to join our team. As well as needing to demonstrate skills and experience in staff engagement, the role requires a person who has excellent customer service and communication skills and the ability to think and work strategically.

Note: This is a temporary position available for a period of five and a half months. Selection may be based on application and referee reports only. This position is available to ACT Public Service employees only.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Al McLean (02) 6207 2260 al.mclean@act.gov.au

**Shared Services**

**Finance**

**Finance and HR Applications Support Team**

**Manager – HR Applications Support**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 10019)**

Gazetted: 07 April 2017

Closing Date: 21 April 2017

Details: Shared Services, HR Systems team is seeking a suitably qualified and enthusiastic Manager to lead and manage the ACTPS Human Resource Management System and provide support to the Senior Manager within the Shared Services Finance and HR Applications Support team as required.

Eligibility/Other Requirements: Relevant tertiary qualifications and/or experience in a similar role are highly regarded.

Contact Officer: Vivien Tran (02) 6205 2522 vivien.tran@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.

**Shared Services**

**SS ICT**

**Business Application Management**

**Technical Support Team Leader for the Clinical Portal**

**Senior Information Technology Officer Grade C \$100,462 - \$108,140, Canberra (PN: 34457)**

Gazetted: 12 April 2017

Closing Date: 26 April 2017

Details: This role provides technical support, enhancement development and testing for the Clinical Portal application and associated systems. The successful applicant will work in a highly motivated team of support officers working to provide technical support for the Clinical Portal and ACT Health clinical applications accessed through the Clinical Portal. This support includes application configuration work as well as SQL database tasks (for

both break fix and enhancements) and basic server support functions (monitoring disk space, assisting with server patching).

Eligibility/Other Requirements: Possession of, or the ability to rapidly attain, a baseline security clearance, is mandatory. Educational and professional qualifications checks may be undertaken prior to employment.

Knowledge of the ACT Health Clinical Portal functions and applications; a demonstrated knowledge of and/or high level experience with the Information Technology Infrastructure Library (ITIL) framework and knowledge of the ACT Government infrastructure would be an advantage.

Note: This temporary position is available for 6 months with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Kate Barber (02) 6207 7666 [kate.barber@act.gov.au](mailto:kate.barber@act.gov.au)

## **Shared Services**

### **Business Application Management**

#### **Directorate ICT Operations, CSD ICT**

#### **Technologist**

#### **Senior Information Technology Officer Grade C \$100,462 - \$108,140, Canberra (PN: 16748)**

Gazetted: 11 April 2017

Closing Date: 25 April 2017

Details: ACT Government Shared Services Information and Communication Technology (ICT) is seeking a Technologist to support organisations through their technology needs. We are seeking a self-driven person with broad technology knowledge and skills including good knowledge of contemporary technology including cloud, ICT security, and the various "as a service" initiatives streaming through the industry. You need to be able to engage broadly, be able to think on your feet, and work well under pressure. In this role you will own problems and solutions, helping organisations grow and adapt to changing technology. You will run small projects and provide technology advice. Importantly, you will see the effect of your work throughout the ACT community.

Eligibility/ Other Requirements: To succeed in this position, you need to understand how organisations operate, and have an understanding of Government process. You will need to understand project management frameworks and enterprise architecture along with Information Technology Infrastructure Library (ITIL) and general ICT Management.

How to apply: Good writing is valued in this role. Please state your story, address to the selection criteria and the position description in a concise two to three page response; put your best experiences forward as we will keep the best applicants on file in case other roles arise.

Contact Officer: Michael McGurgan (02) 6205 4396 [michael.mcgurgan@act.gov.au](mailto:michael.mcgurgan@act.gov.au)

## **Land Development Agency**

### **Office of the Deputy Director- General Land Development; Deputy Chief Executive Officer, LDA; Coordinator-General, Urban Renewal**

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

#### **Policy and Project Officer**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38031)**

Gazetted: 10 April 2017

Closing Date: 26 April 2017

Details: The Land Development Agency (LDA) is seeking a highly motivated Project and Policy Officer to join the Governance and Quality Assurance Team. The successful candidate will report to the Governance Implementation Manager and work closely with business units to develop and implement policies and procedures across the full range of land development activities as part of an exciting and high profile project with tight deadlines. If you are

self-driven, understand quality management and governance and have experience in policy and procedure development and implementation, the LDA would like to hear from you.

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

Contact Officer: Belinda Yates (02) 6205 9414 belindam.yates@act.gov.au

## **Workplace Safety and Industrial Relations**

### **Injury Management and Safety**

#### **Team Leader**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 34276)**

Gazetted: 06 April 2017

Closing Date: 24 April 2017

Details: An exciting opportunity exists in the Injury Management and Safety Team, Workplace Safety and Industrial Relations. The position involve the delivery of high quality, timely and individually tailored case management and return to work services to a diverse range of operational areas. A key aspect is working with managers, employees, and allied health professionals and proactively communicating and coordinating day to day case management to drive optimum and sustained outcomes. This is a demanding operational environment and the ability to work under pressure, meet tight deadlines, and manage competing priorities is essential. Applicants should be able to demonstrate strong management, communication and negotiation skills.

Eligibility/Other Requirements: Qualifications and/or extensive practical experience in compensation and rehabilitation case management, Human Resources, Allied Health or other related will be well regarded.

Contact Officer: Penny Shields (02) 6207 5229 penny.shields@act.gov.au

## **Shared Services ICT**

### **Technology Services**

#### **Technical Service Delivery**

#### **Backup and Disaster Recovery Administrator**

#### **Senior Information Technology Officer Grade C \$100,462 - \$108,140, Canberra (PN: 14286)**

Gazetted: 10 April 2017

Closing Date: 24 April 2017

Details: Shared Services are seeking an appropriately skilled and experienced person to join the Storage and Backup Team in the senior role of Backup and Disaster Recovery Administrator. The successful applicant will be required to provide technical team leadership of the Shared Services Backup environment which is responsible for the day-to-day management, administration, monitoring and maintenance of the data backup/retrieval of the ACT Whole Of Government (WhOG) environment. Advanced knowledge of and experience with Commvault Simpana V11 and Hitachi data storage arrays, fibre channel storage area networks, IP network attached storage, Hewlett Packard DataProtector, and general storage provisioning and backup and recovery procedures for Microsoft clusters, VMWare snapshot intergration, Active Directory, Microsoft SQL and Oracle database application servers is highly advantageous.

Note: This is a temporary position available from 3 July 2017 until 9 March 2018. The successful applicant will be required to have or be able to attain a security clearance at the Negative Vetting 1 level. Selection may be made from application and referee reports only.

How to apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Bruce Bull (02) 6207 3575 bruce.bull@act.gov.au

**Land Development and Corporate  
Public Housing Renewal Taskforce  
Capital Delivery**

**Project Officer**

**Infrastructure Officer 2 \$79,919 - \$91,947, Canberra (PN: 37117)**

Gazetted: 11 April 2017

Closing Date: 27 April 2017

Details: The Public Housing Renewal Taskforce is looking for a motivated and capable individual to join the Capital Delivery team. This role presents an opportunity to be involved in a high profile program of construction and purchasing of homes for public housing. The successful candidate should have experience in residential construction and project management/administration, be able to demonstrate their understanding of government procurement and contract management processes and demonstrate their ability to build productive working relationships. This role will be part of a small team and the successful candidate will be expected to work both independently and in conjunction with other team members.

Eligibility/Other Requirements: Current driver's licence, a General Construction Induction Card (White Card) and Asbestos Awareness Card is required.

Note: This is a temporary position available until 30 June 2019. Selection may be based on application and referee reports only. This is a re-advertised position; previous applicants need not re-apply.

Contact Officer: Greg Burghardt (02) 6207 8954 greg.burghardt@act.gov.au

**Policy and Cabinet**

**Cabinet Office**

**Coordination and Reporting Officer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 21653)**

Gazetted: 12 April 2017

Closing Date: 26 April 2017

Details: An opportunity is available for a highly motivated candidate to join the Policy and Cabinet Division. The successful candidate will provide whole of government coordination and secretariat services to the Director-General and the Chief Minister; have sound organisational and liaison skills and be able to deliver high quality work, with a focus on attention to detail, in a high pressure environment with minimal supervision.

Note: Applicants must address the selection criteria and include two referee reports.

Contact Officer:

**Shared Services ICT**

**Strategic Business**

**ETD Project Delivery**

**Project Coordinator**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 38392)**

Gazetted: 12 April 2017

Closing Date: 26 April 2017

Details: Shared Services Information and Communication Technology (SSICT) provides a comprehensive range of Information Communication Technology (ICT) and allied services to all ACT Government Directorates as well as to all ACT Government schools and the Canberra Institute of Technology. Shared Services operates within a modern environment which includes managing data centres, and an extensive optical-fibre voice and data network. Other services provided include desktop support, ICT project management and business system development and support. This position will work within a Shared Services ICT Project Team embedded within the ACT Education Directorate and is located at The Headley Beare Centre for Teaching and Learning (HBCTL), Stirling ACT. The position provides support to SSICT and Education Project staff. The successful applicant will be required to manage

a range of components within business projects, often concurrently, in accordance with recognised project management methodologies to deliver a quality outcome within agreed tolerances; ensure business need is articulated and part of the project Solution; working closely with Education, and SSICT Staff to achieve results; update status reports, both scheduled and ad hoc; update schedule and Project Artefacts as project progresses; employ sound project management principles and practices, including financial management, to ensure projects deliver planned outcomes; notify Project Manager of any potential or realized risks and issues to finance or business; coordinate Vendor, Project, Education and SSICT meetings, work packages and verification of business availability for project schedule.

Eligibility/ Other Requirements: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People

registration refer to - [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wvvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp).

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

Contact Officer: Craig Smith (02) 6205 2254 [craigp.smith@act.gov.au](mailto:craigp.smith@act.gov.au)

## **Land Development**

### **Public Housing Renewal Taskforce**

#### **Executive Coordination**

#### **Executive Assistant/Taskforce Support Officer**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 35482)**

Gazetted: 07 April 2017

Closing Date: 14 April 2017

Details: The Public Housing Renewal Taskforce is looking for a motivated and enthusiastic team member to provide executive support to the Executive Director and Director, while providing a range of other support services for other parts of the Taskforce. The successful candidate should be organised and have experience working with Microsoft Outlook and TRIM, as well as an understanding of ACT Government procurement processes. This position requires flexibility and adaptability and the ideal candidate will have experience in supporting teams to achieve their goals.

Note: This is a temporary position available until 30 June 2019.

Contact Officer: Paul Lewis (02) 6207 1777 [paul.lewis@act.gov.au](mailto:paul.lewis@act.gov.au)

## **Shared Services ICT**

### **Technology Services**

#### **Technical Service Delivery**

#### **Storage and Backup Team Member**

#### **Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 04556)**

Gazetted: 10 April 2017

Closing Date: 24 April 2017

Details: Knowledge of and experience with Commvault Simpana V11 and Hitachi data storage arrays, fibre channel storage area networks, IP network attached storage, Hewlett Packard DataProtector, and general storage provisioning and backup and recovery procedures for Microsoft clusters, VMWare snapshot intergration, Active Directory, Microsoft SQL and Oracle database application servers is highly advantageous.

Note: This is a temporary position available from 5 June 2016 until 9 March 2018. The successful applicant will be required to have or be able to attain a security clearance at the Negative Vetting 1 level. Selection may be from application and referee reports alone.



How to apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Bruce Bull (02) 6207 3575 [bruce.bull@act.gov.au](mailto:bruce.bull@act.gov.au)

### **Strategic Finance**

#### **Asset Management and Capital Works**

##### **Finance Officer**

##### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 36823)**

Gazetted: 06 April 2017

Closing Date: 20 April 2017

Details: The Asset Management and Capital Works Team is seeking a Finance Officer to join the dynamic team. Under general direction, this officer will be required to assist with: the preparation of monthly reconciliations, analysis and annual financial reports; the management of asset registers, the coordination of annual stocktakes, asset valuations and asset impairments; coordinate and liaise with multiple stakeholders; budget reporting and other financial tasks as required.

Eligibility/Other Requirements: Accounting qualifications and proficiency in Excel is preferred.

Note: This is a temporary position available until 30 November 2017 with the possibility of extension and/or permanency from this process.

Contact Officer: Amelea Oburu (02) 6207 0303 [amelea.oburu@act.gov.au](mailto:amelea.oburu@act.gov.au)

### **Revenue Management**

#### **Operations**

##### **Administrative Service Officer**

##### **Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 35825, several)**

Gazetted: 11 April 2017

Closing Date: 25 April 2017

Details: The Operations section is seeking highly motivated Customer Service Officers to join their section. The successful applicants will demonstrate excellent customer service skills, attention to detail and well developed communication skills. These positions will be responsible for updating customer accounts and professionally responding to enquiries from taxpayers and their representatives. Ideally, the successful applicants will have demonstrated knowledge of ACT tax legislation or the ability to quickly acquire such knowledge.

Eligibility/ Other Requirements: Selection criteria should not exceed one page per criterion. Contact details of at least two referees are to be provided along with current curriculum vitae.

Notes: This is a temporary position available for a period of 12 months. Selection may be based on written application and references only.

Contact Officer: Anna Gaffney 02 6205 9124 [anna.gaffney@act.gov.au](mailto:anna.gaffney@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**

**Organisational Governance**

**Cabinet Liaison Officer**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 55630)**

Gazetted: 11 April 2017

Closing Date: 25 April 2017

Details: The Community Services Directorate (CSD) is seeking a highly qualified/experienced Cabinet Liaison Officer. The Officer will have significant contact with directorate officers, requiring a high degree of sensitivity, as well as a highly responsive approach in meeting tight deadlines. This Officer must have proven high level government experience, in the management of, and provision of advice on Cabinet and Assembly matters; high quality written communication skills, including demonstrated experience in coordinating input to documents from a range of sources and demonstrated experience to effectively lead a small team in a complex high-pressure environment, with competing deadlines and priorities.

Eligibility/Other Requirements: This is a designated security assessed position to "Negative Vetting 1" (Secret) Level. The successful applicant will be required to undertake the relevant security assessment to the above level.

Contact Officer: Tracy Chester (02) 6205 0469 [tracy.chester@act.gov.au](mailto:tracy.chester@act.gov.au)

**Strategy, Participation and Early Intervention**

**Quality, Complaints and Regulation**

**Senior Regulatory Assessor**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 34173)**

Gazetted: 07 April 2017

Closing Date: 21 April 2017

Details: Quality, Complaints and Regulation (QCR) branch provides quality analysis, internal complaints management, functions of the Office of the Human Services Registrar and the Secretariat support for the ACT Children and Young People Death Review Committee and the Child and Youth Protection Quality and Improvement Committee. QCR was established to undertake oversight and statutory functions on behalf of the Director General and is independent of other divisions of the Directorate. The position of Senior Regulatory Assessor will contribute significantly to the Office of the Human Services Registrar. The successful applicant will have the opportunity to become involved in and lead elements of a significant change program to introduce regulatory oversight of human service providers. The occupant will be responsible for the implementation and ongoing refinement of regulatory and compliance frameworks to ensure services are well-managed, well-governed and provided in an equitable and transparent way to achieve the strategic direction of the Directorate. A high degree of initiative and personal responsibility for achieving agreed outcomes is highly desirable. The occupant will be expected to work independently with a high degree of autonomy and have interpersonal skills that allow close co-operation with the human services sector and other areas of the ACT Government are of advantage. The position requires a high degree of sensitivity and confidentiality, as well as a flexible approach in responding to tight deadlines.

Notes: This is a temporary position available 1 June 2017 to 1 February 2018. 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).

Contact Officer: Michelle Waterford (02) 6205 2949 [michelle.waterford@act.gov.au](mailto:michelle.waterford@act.gov.au)

**Strategy, Participation and Early Intervention**

**Service Design, Policy and Accountability**

**Performance and Accountability**

### **Senior Project Officer**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 38399)**

Gazetted: 07 April 2017

Closing Date: 21 April 2017

Details: The Strategy, Participation and Early Intervention Division are seeking a highly motivated Senior Project Officer to join the Performance and Accountability team. The division is responsible for the provision of human services policy, programs, funding, governance and advice to the Senior Executive and the Office of the Minister. Performance and Accountability is responsible for the acquisition, analysis and distribution of the best-possible data to support the design of Community Services Directorate's (CSD) innovative, evidence-based decisions, policies and practices as well as improve its organisational planning, performance and accountability. The Senior Project Officer contributes toward complex projects, assists with the preparation of Australian Early Development Census data collection and provides high-level advice to management and members of the executive branch. This position requires a hardworking and motivated individual that has experience translating and utilising complex data to provide project assistance, providing support to internal and external stakeholders and an ability to communicate effectively. The successful candidate will report to the Assistant Manager.

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* 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)

Notes: This is a temporary position available for a period of 12 months. Selection may be based on application and referee reports only.

Contact Officer: Nicole Moore (02) 6205 5392 [nicole.moore@act.gov.au](mailto:nicole.moore@act.gov.au)

### **Housing and Community Services**

#### **Housing ACT**

#### **Tenancy Operations**

#### **Housing Manager**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 09061, several)**

Gazetted: 12 April 2017

Closing Date: 26 April 2017

Details: Housing Managers are responsible for managing a portfolio of public housing tenancies and for providing advice and support to assist clients to maintain their tenancy. The role also involves managing a range of tenancy related matters, working in partnership with clients and the community and working as part of a team and individually to meet team, organisational and individual goals. The successful applicants will have a demonstrated ability to provide quality customer service to a diverse range of clients, have effective communication, interpersonal and problem solving skills and be self motivated and well organised.

Eligibility/Other Requirements: A current driver's licence is essential and experience in using a range of Information Technology (IT) business and office applications. 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: Joan Nowland (02) 6207 1316 [joan.nowland@act.gov.au](mailto:joan.nowland@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.

### **Corporate Services**

**Finance and Budget**

**Internal Audit and Risk Management**

**Assurance Officer**

**Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 26033)**

Gazetted: 10 April 2017

Closing Date: 17 April 2017

Details: The Internal Audit and Risk Management Team supports the Directorate's senior executives, managers and staff in the management of risks, financial accountability, compliance with legislation and policy/procedures, fraud and corruption prevention and better practice governance. It is responsible for developing, coordinating, implementing and monitoring the Directorate's: Internal Audit Strategic Plan and Annual Audit Program; Risk Management Framework; Compliance and Assurance programs; and Fraud and corruption prevention framework. The Internal Audit and Risk Management Unit also support the Directorate's Audit and Risk Management Committee (ARMC). The Assurance Officer will work in a small team mainly to provide secretariat support to the ARMC and execute administrative tasks that are critical to the success of the function of the team. Initiative, teamwork, organisational skills and attention to detail are essential to perform this role. The Officer also will assist to conduct audits and reviews, including performance, financial and compliance type audits and reviews. In addition, the role will also assist the team to facilitate the implementation of Risk Management, Fraud and Corruption Frameworks across the Directorate.

Eligibility/Other Requirements: Related Tertiary and/or professional qualifications such as Certified Public Accounting/Chartered Accounting (or study towards) would be beneficial.

Notes: This is a temporary position available for an eleven month period. This position is being re-advertised.

Previous applicants need not re-apply.

Contact Officer: Mayoora Sinnathurai (02) 6205 0147 mayoora.sinnathurai@act.gov.au

**Strategy, Participation and Early Intervention**

**Organisational Governance**

**FOI and Administration Officer**

**Administrative Services Officer Class 4 \$66,656- \$72,175, Canberra (PN: 33366)**

Gazetted: 11 April 2017

Closing Date: 18 April 2017

Details: Organisational Governance is seeking to fill the role of Freedom of Information (FOI) and Administration Officer. The successful applicant will assist and prepare responses to requests for information made under the *Freedom of Information Act 1989*, interpret and apply the provisions of other legislation; maintain a database on freedom of information applications and review and update FOI guidelines regularly; assist in the preparation of documents for Internal Review and the ACT Civil and Administrative Tribunal (ACAT); and, provide research and administrative assistance to the Senior Freedom of Information Officers in relation to their obligations under relevant accountability legislation, including the required timelines for action.

Note: This is a temporary position available until 1 May 2018. Selection may be based on application and referee reports only.

Contact Officer: Tracy Chester (02) 6205 0469 tracy.chester@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)**

**Office for Schools**

**North Gungahlin Network**

**Amaroo School**

**Business and Facilities Manager**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 30421)**

Gazetted: 11 April 2017

Closing Date: 27 April 2017

Details: Amaroo School is seeking a highly motivated, self-managing individual for the position of Business and Facilities Manager. The successful candidate will be proactive, exercise judgement and initiative and work with limited supervision. The successful applicant will be required to manage the administration team of the School and ensure a high level of administration and support is delivered; co-ordinate the preparation of budgets, estimates and financial returns; monitor commitments and expenditure; manage the Amaroo School buildings, including the preschool, grounds and facilities to ensure maximum benefit is obtained from the resources available; prepare specifications for the efficient and effective maintenance and servicing of the building, grounds and facilities as well as energy usage and emergency services and procedures; organise the letting of these contracts and manage their delivery to ensure specifications are met; manage administration services including student services, procurement, community use, ceremonial activities and publications; liaise with the Principal and the Senior Executive Team to ensure the building is maintained at a high level of security and serviceability.

Eligibility/Other Requirements: This position requires a good understanding of the school environment, computer systems, MAZE and a willingness to undertake additional training if required. 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: Gai Beecher (02) 6142 1266 gai.beecher@ed.act.edu.au

**Deputy Director General**

**Digital Strategy, Services and Transformation**

**Digital Transformation**

**Senior Project Officer**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 38363)**

Gazetted: 10 April 2017

Closing Date: 25 April 2017

Details: The Education Directorate is engaged in an exciting and challenging multi-year upgrade of its Information Technology (IT) portfolio including Human Resources (HR) and student administration systems. The Digital Transformation Section has two key roles available in the analysis, progress and socialisation of policies, procedures and documentation related to supporting effective HR business practices and IT systems. The role will also provide support and advice to the Chief Information Officer and senior management by developing policy, procedures and documentation that shape the way HR systems and procedures will interact with ACT Government school systems and processes. The positions will also be key players in guiding communication, change management, testing and training activities for school and education support office staff. 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, manage a small team, deliver high quality service to internal and external stakeholders and meet workplace objectives.

Eligibility/Other Requirements: You will need experience in policy development and business process change. It is desirable that you will have specific experience in the analysis, design, test, training, change management and communications related to HR systems and processes. 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)

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

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

## **Business Services**

### **Governance and Community Liaison**

#### **Complaints and Liaison Unit**

##### **Liaison and Administration Officer**

##### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 38383)**

Gazetted: 07 April 2017

Closing Date: 14 April 2017

Details: The Education Directorate is seeking an enthusiastic and committed person to join its Complaints and Liaison Unit. As the successful applicant you will be the first point of phone contact for enquiries and complaints raised with the Directorate about ACT Public Schools, they must be committed to exemplary customer service, have excellent verbal communication skills, and be able to multi-task. In addition to needing sound written skills, the successful applicant will also be required to competently use a range of information technology systems. Persons must be capable of contributing to the wider work of the Complaints and Liaison Unit and provide defined administrative support to the Governance and Community Liaison Branch. Applicants are encouraged to phone the contact officers to discuss the role prior to lodging their written application. Written applications will need to address the selection criteria and nominate at least two referees, one of whom must be a current/recent employer or supervisor.

Note: This is a temporary position available until 31 October 2017 with the possibility of extension.

Contact Officer: Lynda Tooth and Kerrie Apted (02) 6205 9301 or (02) 6205 8487 [education.liaison@act.gov.au](mailto:education.liaison@act.gov.au)

## **Office for Schools**

### **Belconnen Network**

#### **UC SSC Lake Ginninderra**

##### **Building Services Officer 2**

##### **General Service Officer Level 6 \$54,949 - \$57,445, Canberra (PN: 38390)**

Gazetted: 10 April 2017

Closing Date: 27 April 2017

Details: University of Canberra (UC) Senior Secondary College (SSC) Lake Ginninderra is seeking a highly experienced Officer for the position of Building Services Officer. The successful applicant will play an integral role in the school community. Duties include maintaining school buildings and grounds in a clean and tidy condition with a regard to safety and security hazards; complete emergency and other repairs to trade/industry standard and ensure this standard when organising and overseeing emergency repairs; undertake relevant administrative tasks as required; ensure compliance with risk management and safety documentation requirements. The successful applicant should demonstrate a willingness to work with the school community to achieve sustainability initiatives.

Eligibility/Other Requirements: Completion of Asbestos Awareness Training delivered by a Registered Training Organisation is required before commencement. For further information refer to:

[https://www.worksafe.act.gov.au/health\\_safety](https://www.worksafe.act.gov.au/health_safety). Training in other Work Health and Safety (WHS) procedures will be required during employment: for example Working at Heights and Sharps. Prior to commencement 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). Desirable: An industry recognised trade qualification or equivalent work experience and a current First Aid certificate.  
Contact Officer: Colleen Wright (02) 6142 0222 [colleen.wright@ed.act.edu.au](mailto:colleen.wright@ed.act.edu.au)

**Office for Schools**

**Belconnen Network**

**Belconnen High School**

**Laboratory Assistant SA3**

**School Assistant 3 \$51,053 - \$54,947, Canberra (PN: 00834)**

Gazetted: 06 April 2017

Closing Date: 27 April 2017

Details: Belconnen High School is seeking a highly motivated Laboratory Assistant to provide technical and procedural advice to teachers regarding the implementation of science education programs. The successful applicant will be responsible for the safe storage of chemicals, safe and accurate preparation of chemical solutions and the maintenance and preservation of biology, physics and geology specimens and equipment.

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)

Desirable: Certificate III in relevant laboratory technology or relevant experience in a science context. First Aid qualification, or willingness to undertake appropriate training.

Notes: This position is part-time at 31:15 hours over the period of a fortnight and the full-time salary noted above will be pro-rata.

Contact Officer: Maree Hardwicke (02) 6205 6844 [maree.hardwicke@ed.act.edu.au](mailto:maree.hardwicke@ed.act.edu.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)**

**Finance and Operational Support**

**Human Resources and Workplace Health & Safety**

**Workplace Health and Safety Manager**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: P38765)**

Gazetted: 10 April 2017

Closing Date: 17 April 2017

Details: An opportunity exists for a highly motivated and results driven individual to fill the role of Environment, Planning and Sustainable Development Directorate (EPSDD) Workplace Health and Safety Manager. The Workplace Health and Safety Manager is responsible for identifying, developing and implementing workplace health and safety strategies; and providing training and advice across the Directorate.

Eligibility/Other Requirements: Qualifications in Occupational Health and Safety, or a related field; or demonstrated experience and competence is highly desirable.

Note: This is a temporary position available from 2 May 2017 to 16 July 2017 with the possibility of extension and/or permanency.

Contact Officer: Elizabeth Jolley (02) 6205 8791 [elizabeth.jolley@act.gov.au](mailto:elizabeth.jolley@act.gov.au)

**Environment**

**Parks and Conservation Service**

**Projects**

**Project Manager**

**Infrastructure Officer 3 \$100,694 - \$110,536, Canberra (PN: 38129)**

Gazetted: 12 April 2017

Closing Date: 26 April 2017

Details: The position requires well developed skills in project management to meet sometimes demanding schedules as well as provide professional advice and assistance to other officers and managers within Environment, Planning and Sustainable Development.

Eligibility/Other Requirements: Relevant professional tertiary qualifications in Architecture or Landscape Architecture.

Note: This is a temporary position available for 12 months with the possibility of extension for up to a maximum of four years.

Contact Officer: Ros Ransome (02) 6205 9775 ros.ransome@act.gov.au

**Strategic Planning**

**ACT Heritage**

**Team Leader, Registrations**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 43072)**

Gazetted: 11 April 2017

Closing Date: 25 April 2017

Details: The Strategic Planning Division is looking for a suitability qualified and experienced Team Leader to provide leadership in the assessment of nominations to the ACT Heritage Register and providing secretariat services to the ACT Heritage Council. The ACT Heritage Register includes natural, Aboriginal and historic heritage places and objects. The position would suit a professional with strong experience in and knowledge of heritage assessment, conservation and management principles, and their application in a statutory context. Strong project management and representation skills are required, as are excellent time management and communication skills. The successful applicant will be able to demonstrate strong leadership and teamwork skill, as well as an ability to work independently.

Eligibility/Other Requirements: Relevant experience or qualifications in Cultural Heritage Management, Heritage Architecture and/or Archaeology are highly desirable.

Note: This is a temporary position available until 1 June 2018.

Contact Officer: Fiona Moore (02) 6205 9974 fionaf.moore@act.gov.au

**Environment**

**Parks and Conservation**

**National Parks and Catchment**

**Visitor Services Officer**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: C09436)**

Gazetted: 12 April 2017

Closing Date: 27 April 2017

Details: We are seeking motivated and passionate people to provide frontline visitor service functions and administrative support to Namadgi National Park, Tidbinbilla Nature Reserve and Murrumbidgee River Corridor. Duties include staffing the Visitor Centres, providing information about recreation and tourism activities, retail sales, food safety and coffee barista, and administrative tasks related to the operations of the region. The successful occupant will require excellent communication skills, a flexible approach and the ability to maintain a strong customer focus.



Eligibility/Other Requirements: Current manual driver's licence; preparedness to wear a uniform and to work weekends.

Note: This is a temporary position available for a period of six months with the possibility of extension. Selection may be based on application and referee reports only. An Employment Register order of merit list will be created for short term temporary vacancies.

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.

Contact Officer: Michelle Vernon (02) 6205 3664 michelle.vernon@act.gov.au

## **Health**

**Selection documentation for the following positions may be downloaded from**

**<http://www.health.act.gov.au/employment>.**

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

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

#### **Medicine**

#### **Renal**

#### **Assistant Director of Nursing**

#### **Registered Nurse Level 4.3 \$130,586, Canberra (PN: 18044)**

Gazetted: 13 April 2017

Closing Date: 20 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 and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. 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 (CKD) clinics, acute, satellite and home dialysis services, pre and post transplantation services, hypertension services 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. There is also a medical inpatient ward dedicated to renal patients. The Assistant Director of Nursing (ADON) – Renal Services, will actively manage and co-ordinate the delivery of nursing services and access to renal care. The position is based at Canberra Hospital and reports to the Director of Nursing (DON) and Unit Director Renal Services, Division of Medicine. The role of ADON Renal Services offers an exciting opportunity for a highly motivated and driven senior nurse. The successful applicant will have

advanced skills and experience in managing systems of clinical governance, leading quality improvement and participating in research; and the capacity to represent the service throughout the ACT and liaise with colleagues nationally. This is a rewarding and exciting position within an innovative network service that will require someone with the ability to be flexible and to manage and support change within the service.

Eligibility/Other Requirements: Mandatory: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Post graduate studies relevant to the speciality field is desirable. A current valid driver's licence. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

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

Contact Officer: Marina Buchana-Grey (02) 6244 2619 nmrina.buchanan-grey@act.gov.au

## **Corporate**

### **ICT Health**

#### **E-Health Clinical Records**

##### **Change Manager**

##### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 38337)**

Gazetted: 13 April 2017

Closing Date: 27 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. The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high level leadership and advice on policies, planning, and implementation of strategies in relation to information and communication technology (ICT) projects. DSD is responsible for delivering patient centric technology solutions through the: development, implementation and support of the Health Directorate Information; Communication Technology (ICT) Strategic Plan, policies, processes and procedures; development, implementation and support of technology solutions and projects; management of the relationship with Health Directorate ICT vendors including Shared Services; and prudent financial management of allocated funds.

Overview of the work area and position: As part of a team, reporting to the Project Manager of the Clinical Record Scanning Solution Project and working with the team of Change Managers in the Digital Solutions Division, perform change management duties relevant to the project.

Eligibility/Other Requirements: Change Management experience in healthcare setting. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Renee Schofield (02) 6205 9069 renee.schofield@act.gov.au

## **Corporate**

### **Strategic Finance**

#### **Senior Business Efficiency Partner**

##### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 19006)**

Gazetted: 13 April 2017

Closing Date: 27 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 Finance Transformation unit within the Strategic Finance Branch, acts as a proactive strategic business partner and is responsible for driving transformation, innovation and efficiencies across the ACT Health Directorate. This Senior Business Efficiency Partner position reports directly to the Financial Controller and is primarily responsible for

driving and supporting the implementation and ongoing development of business efficiency and financial governance across the ACT Health Directorate.

Eligibility/Other Requirements: Highly Desirable: A degree or diploma from an Australian tertiary institution, or a comparable overseas qualification, in commerce, accounting, business, or other relevant discipline or currently working towards qualification; relevant experience in a hospital or health-care setting; experience in developing and writing policy, guidelines and briefs for senior executive; advanced user of Microsoft Office, in particular Excel, Project and Visio; experience working in project teams, particularly with reform projects. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check.

Contact Officer: Jakob Culver (02) 6207 8030

### **Office of the Director General**

#### **Government and Communications**

#### **Ministerial and Government Service**

#### **Directorate Liaison Officer**

#### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 24807)**

Gazetted: 13 April 2017

Closing Date: 20 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: An opportunity is available for a highly experienced person to work as ACT Health Directorate Liaison Officer. The position is located in the ACT Legislative Assembly Building and reports to the Senior Manager, Ministerial and Government Services, ACT Health. The Directorate Liaison Officer is responsible for managing information between the Minister's Office and ACT Health and ensuring that all matters relating to the ACT Legislative Assembly, including Cabinet and Assembly business, are coordinated and actioned in a timely manner. It is expected that the successful applicant will have a good knowledge of the functions of the Directorate and a good knowledge of Cabinet and Assembly policies and procedures. Exceptional organisational skills with a high degree of drive, excellent communication, liaison and negotiation skills, good writing skills and attention to detail are also essential attributes for undertaking the role of the Directorate Liaison Officer.

Eligibility/Other Requirements: An understanding and experience in the Directorate, of Cabinet, Ministerial, Legislative Assembly and machinery of government processes. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available from 2 May 2017 for a period of 12 months with the possibility of extension.

Contact Officer: Jackie Anderson (02) 6205 0829 jackie.andersen@act.gov.au

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

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

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

#### **Advance Practice Nurse**

#### **Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 18500)**

Gazetted: 13 April 2017

Closing Date: 20 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: An opportunity exists for an Advanced Practice Nurse with experience in primary care and/or emergency care, to join the team of

nurses in the nurse-led Walk-in Centres. Walk-in Centre nurses work within a collaborative environment to provide episodic, timely, expert health care and education for clients presenting to the ACT Health Walk-in Centres. This is a senior nurse position involving rotating shifts and may involve working at any Walk-in Centre site.

Eligibility/Other Requirements: Post Graduate tertiary nursing qualification in acute and/or primary care relevant to nursing in a Walk-in Centre and demonstrated extensive clinical experience in a Walk-in Centre or relevant acute and/or primary care area is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA)

Contact Officer: Michelle Lambert 0434 734 152 [michelle.lambert@act.gov.au](mailto:michelle.lambert@act.gov.au)

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

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

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

#### **IMPACT Coordinator**

#### **Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 12093)**

Gazetted: 13 April 2017

Closing Date: 27 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. Women, Youth and Children Community Health Programs delivers a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team.

Overview of the work area and position: The IMPACT Program is a coordination service that aims to facilitate information sharing and collaborative service provision for eligible families who: are pregnant or have children less than two years of age, are clients of Mental Health ACT and/or are receiving Opioid Replacement Therapy, require additional assistance to access, negotiate, mobilise and maintain involvement with services. The Impact program consists of nursing and Allied health professional coordinators and three liaison staff within Mental Health ACT, Alcohol and Drug Program and the Office for Children, Youth and Family Support. The IMPACT Coordinator is a nursing leadership role and you will utilise excellent liaison, communication and clinical decision making skills to facilitate the coordination of care and effective information sharing with government and community agencies/groups to better support families who may benefit from a multi-agency response in the provision of their health care. The IMPACT nursing coordinator reports to the MACH Clinical Nurse Manager (CNM) of the PEPs/IMPACT team to the MACH Manager and Assistant Director of Nursing of the Women's Youth and Children Community Health Program.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Post graduate qualifications in Child and Family, Paediatrics with a primary health care focus are highly desirable. Post graduate qualifications in Mental Health, Drug and Alcohol, Infant Mental Health or Midwifery are desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This is a full-time permanent position Monday to Friday with no shift work involved.

Contact Officer: Judith Warwick (02) 6205 1815 [judith.warwick@act.gov.au](mailto:judith.warwick@act.gov.au)

**Innovation**

**Research**

**Clinical Trials Unit**

**Clinical Trials Manager - Medical Oncology**

**Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 25965)**

Gazetted: 13 April 2017

Closing Date: 20 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 and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Clinical Trials Manager is responsible for the management and leadership of varying clinical research projects within the Medical Oncology Clinical Trials Unit at Canberra Hospital. The Clinical Trials Manager will be the contact person for all aspects of the planning, conduct and management of the individual projects including submission of documentation and budgets to Ethics. They will be involved in discussion, visits and negotiations with Sponsors, Medical Oncologists, and other clinical trials groups. We are seeking a Registered Nurse with highly developed supervisory, management, interpersonal skills, knowledge and experience to work with, support and provide excellent safe care of Oncology patients who participate on Clinical Trials.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Experience in training and management of Medical Oncology Clinical Trials and the supervision of staff delegated to work within this area desirable. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

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

Contact Officer: Katherine Johnson (02) 6244 2811 [katherine.johnson@act.gov.au](mailto:katherine.johnson@act.gov.au)

**Canberra Hospital and Health Services**

**Medicine**

**Acute Support Service**

**Manager of Psychology, Allied Health- Division of Medicine**

**Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 16057)**

Gazetted: 13 April 2017

Closing Date: 20 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 Manager of Acute Support Psychology reports to the Director of Allied Health in the Medicine Division, and provides line management support to a team of psychologists providing evidence based care to inpatients and outpatients

across four divisions of Canberra Hospital and Health Services (CHHS). The team consists of Clinical Psychology and Clinical Neuropsychology roles. Strong relationships with the other Acute Support Allied Health managers provide collegiate support and advice. The position will have either a Clinical Psychology or Clinical Neuropsychological caseload, dependent on qualifications and the Psychology Board of Australia's Endorsement and supervision status, in order to maintain clinical services. For Clinical Psychology, common referral questions include those for assessment and treatment of a range of clinical psychological presenting issues across a number of conditions, including depression, anxiety and sleep difficulties. Clinical psychological intervention aims to assist with a number of areas of patient functioning, including return to pre-morbid functions (e.g. return to work) and with day-to-day tasks. For Clinical Neuropsychology, common reasons for referral include safety to return home, determining if patients have emerged from post-traumatic amnesia, suitability to return to work and driving, differential diagnoses of dementia, as well as responding to enquiries and referrals regarding decision making capacity. Regular professional development/peer consultation opportunities exist with cross-divisional Psychology colleagues.

Eligibility/Other Requirements: Masters/Doctoral degree in Clinical Psychology or Clinical Neuropsychology; General Psychology registration with Australian Health Practitioner Regulation Agency (AHPRA). Mandatory registration requirements: Area of Practice Endorsement in Clinical Psychology or Clinical Neuropsychology; Psychology Board approved supervisor for Higher Degree students, Secondary supervisor for Area of Practice Endorsement and Principal supervisor for Clinical Psychology or Clinical Neuropsychology Area of Practice Endorsement. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

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

## **Corporate**

### **Strategic Finance**

#### **Financial Management**

##### **Management Accountant**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 01888)**

Gazetted: 13 April 2017

Closing Date: 27 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 Financial Management Unit provides Strategic Financial Support to the Directorate, ensuring effective efficient and accurate financial policy advice and financial reporting. Under broad direction, you will play a key role in financial reporting with a particular focus on ledger balances and appropriate capitalisation of assets.

Eligibility/Other Requirements: Strong organisational and communication skills with a high degree of drive; adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs; and the ability to actively contribute in a small team environment. Desirable: Tertiary qualifications in accounting with eligibility for ASCPA or ICA membership, or relevant experience in accounting are highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check.

Contact Officer: Jakob Culver (02) 6207 9379 jakob.culver@act.gov.au

## **Corporate**

### **Strategic Finance**

#### **Corporate and Business Development**

##### **Business Efficiency Partner**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 20163)**

Gazetted: 13 April 2017

Closing Date: 27 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 Finance Transformation unit within the Strategic Finance Branch, acts as a proactive strategic business partner and is responsible for driving transformation, innovation and efficiencies across the ACT Health Directorate. This Business Efficiency Partner position reports directly to the Manager, Finance Transformation and is primarily responsible for driving and supporting the implementation and ongoing development of business efficiency and strategic finance change and innovation across the ACT Health Directorate.

Eligibility/Other Requirements: Highly Desirable: A degree or diploma from an Australian tertiary institution, or a comparable overseas qualification, in commerce, accounting, business, or other relevant discipline or currently working towards qualification; relevant experience in a hospital or health-care setting; experience in developing and writing policy, guidelines and briefs for senior executive; advanced user of Microsoft Office, in particular Excel, Project and Visio; experience working in project teams, particularly with reform projects; technically proficient with a keen eye for detail. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check.

Contact Officer: Jakob Culver (02) 6207 9379 jakob.culver@act.gov.au

**Canberra Hospital and Health Services**

**Surgery and Oral Health**

**Operating Room**

**Instrument/Circulating Clinical Development Nurse**

**Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 24446, several)**

Gazetted: 13 April 2017

Closing Date: 27 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: This role is to facilitate the educational needs of the nurses within the Instrument/Circulating specialty. Our Perioperative Unit consists of a DOSA Admissions Unit, 13 Operating Theatres covering a wide range of surgical specialties, The Post Anaesthetic Care Unit and a 12 Bed Extended Day Surgery Unit. Instrument/Circulating Clinical Development Nurse's (CDN) provide one on one and group Perioperative teaching, clinical support, ongoing evaluation and feedback for graduate Nurses across a diversity of clinical areas within ACT Health – Canberra Hospital and Health Services. The Registered Nurse Level 2 is expected to have a demonstrated competence in advanced nursing practice, provide guidance to less experienced nursing staff. The Registered Nurse Level 2 is seen by the Organisation as a source of expert nursing knowledge, skills and attributes. The Registered Nurse Level 2 must demonstrate a higher level of skill and the ability to perform a more demanding role covering the domains; clinical care, leadership, education, safety and communication.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Highly Desirable: Holds or working towards a Certificate IV in Workplace Training and Assessment or nationally recognised vocational competency units in competency assessment and work-based training, postgraduate qualification in nursing or clinical education, current clinical experience as a CDN. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: There is one permanent full-time position available and one full-time or part-time temporary position available with the possibility of extension. The salary noted above will be paid pro rata for part-time hours.

Contact Officer: Margaret Lepper (02) 6244 2765 [margaret.lepper@act.gov.au](mailto:margaret.lepper@act.gov.au)

**Canberra Hospital and Health Services**

**Medicine**

**Infectious Diseases**

**Sexual Health Nurse**

**Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22452, several)**

Gazetted: 13 April 2017

Closing Date: 20 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: Two temporary positions, a full time and a part time position, are now available for experienced and motivated Registered Nurses Level 2 to work with Canberra Sexual Health Centre (CSHC) team. If you are motivated, able to demonstrate well-developed interpersonal skills and have an ability to work collaboratively within a multidisciplinary team, this is an opportunity not to be missed.

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration with the Australian Health Practitioner Regulation Authority (AHPRA). Holds or is progressing towards a qualification in Sexual and Reproductive Health Nursing Certificate. A minimum of three years recent full-time equivalent clinical experience. Holds or is progressing towards a qualification in Sexual and Reproductive Health Nursing Certificate. Holds a current driver's licence. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check; Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: There is one temporary part-time position available until August 2017 and one temporary full-time position is available until July 2017 with the possibility of extension and or permanency from this process. Salary is pro-rata for part-time. Selection may be based on written application and referee reports only. A merit list may be established to fill both permanent and temporary positions which may arise over the next 12 months.

Contact Officer: Rendry Del Rosario (02) 6244 2184 [rendry.delrosario@act.gov.au](mailto:rendry.delrosario@act.gov.au)

**Canberra Hospital and Health Services**

**Medicine**

**Renal**

**Haemodialysis Nurse**

**Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22238)**

Gazetted: 13 April 2017

Closing Date: 27 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 and Alcohol and Drug



Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. 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 Haemodialysis Nurse will be required to work across the service to assist in coordinating and delivering care to patients referred to the Renal Network. This position includes participation in provision of after-hours care including the on call roster. The position is based at the Canberra Hospital Campus in the ACT and reports to the Clinical Nurse Consultant of Canberra Community Dialysis Centre.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Post graduate studies relevant to the speciality field are desirable. Must comply with ACT Health Occupational Assessment, screening and vaccination policy. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Joyce Thanabal (02) 6244 4279

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

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

#### **Rehabilitation and Specialty Mental Health**

#### **Occupational Therapist**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 25984)**

Gazetted: 13 April 2017

Closing Date: 20 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: Brian Hennessy Rehabilitation Centre (BHRC) is a 30 bed, mental health rehabilitation facility that provides individualised care, based on recovery principles, to consumers with moderate to severe mental illness. The service aims to provide collaborative care involving the consumer, their carers and other key services whilst utilising evidence based interventions within a rehabilitation context and with a recovery focus. The interventions offered in this setting are aimed toward consumers achieving independent living skills, improved mental health and integration back into the community. Where possible, BHRC accesses services in the community rather than in-house programs in accordance with rehabilitation principles. The Centre offers 24hr care and support and staff work a rotating roster. Staff are required to undertake mandatory training to promote quality service delivery.

Eligibility/Other Requirements: Degree in Occupational Therapy, or recognised equivalent is mandatory. Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. Please note 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 a period of EIGHT months with the possibility of extension and/or permanency from this process.

Contact Officer: Toni Cooper (02) 6205 1222 [toni.cooper@act.gov.au](mailto:toni.cooper@act.gov.au)

**Canberra Hospital and Health Services**

**Medicine**

**Acute Support**

**Physiotherapist, Outpatients**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 27123, several)**

Gazetted: 13 April 2017

Closing Date: 27 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 and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the Work Area and Position: Acute Support Physiotherapy Services is based within the Division of Medicine and provides physiotherapy services to a range of clients in acute inpatient setting and specialised outpatient services to patients of Canberra Hospital and Centenary Hospital for Women and Children. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high quality patient care. Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas. The overall functions of the physiotherapist under professional supervision include: Promoting positive client outcomes through the provision of high quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team. Promoting individual or group service delivery. Applying knowledge, skills, professional judgement and initiative in the delivery of routine services. Clinical supervision, and professional development is provided through team structures, supervision support, competency based assessments and informal and formal professional development opportunities.

Eligibility/Other Requirements: Mandatory: Degree or Diploma in Physiotherapy or equivalent qualifications. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to Comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made. Current driver's licence. Desirable: At least three years work experience. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: There is one full-time temporary position available for a period of 12 months from August 2017, and one part-time temporary position available until February 2018 working three days per week. A merit list will be

created from this process and may be used to fill full-time and part-time temporary or permanent vacancies which occur over the next 12 months. You will be required to participate in an overtime roster.

Contact Officer: Jane Hermolin (02) 6244 2154 jane.hermolin@act.gov.au

**Canberra Hospital and Health Services**

**Medicine**

**Acute Support Service**

**Exercise Physiologist**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 21082)**

Gazetted: 13 April 2017

Closing Date: 20 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: An opportunity exists for an enthusiastic and suitably qualified Exercise Physiologist to work within the Exercise Physiology Department. The successful applicant will require a degree in human movement/exercise science or equivalent from a recognised tertiary institution and hold current accreditation with Exercise and Sports Science Australia (ESSA). The Exercise Physiology Department specialises in the provision of clinical exercise prescription and education for individuals with chronic disease and/or injury. The department provides land based gymnasium and hydrotherapy exercise programs to assist patients in the self management of their condition. The department also provides support to the Cardiac Rehabilitation Program and Heart Failure Rehabilitation Course.

Eligibility/Other Requirements: Current accreditation with ESSA as an Exercise Physiologist. Current driver's licence. Experience in the Exercise Physiology Department is highly desirable. Comply with ACT Health credentialing requirements for allied health professionals. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a full-time temporary position available for a period of four to six months with the possibility of extension. Selection may be based on application and referee reports only. This position may be required to participate in overtime, on call, and/or rotation roster.

Contact Officer: Caitlin Patat (02) 6244 3616 caitlin.patat@act.gov.au

**Canberra Hospital and Health Services**

**Rehabilitation Aged and Community Care**

**Rehabilitation, Aged Care and Community Care**

**ACAT Assessor**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 02310)**

Gazetted: 13 April 2017

Closing Date: 20 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 Aged Care Assessment Team (ACAT) is responsible for providing assessment services to the aged population across the ACT region to facilitate access to care and support services. Applications are sought from a suitably qualified Health Professional Officer to join the ACAT team for 12 months.

Eligibility/Other Requirements: Physiotherapy, or Occupational Therapy with current Australian Health Practitioner Regulation Agency (AHPRA) registration where applicable, and/or eligibility for membership of the appropriate professional organisation. Holds a current driver's licence. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary position available for a period of 12 months. Full-time or Part-time hours at three days per week or more may be considered. The salary noted above will be paid pro rata for part-time hours.

Contact Officer: Athalene Rosborough (02) 6205 1194 [athalene.rosborough@act.gov.au](mailto:athalene.rosborough@act.gov.au)

## **Canberra Hospital and Health Services**

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

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

##### **Counsellor**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 23678)**

Gazetted: 13 April 2017

Closing Date: 20 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: Women, Youth and Children Community Health Programs deliver a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team. The ACT Women's Health Service provides interprofessional and holistic nursing, medical and counselling services to vulnerable women who experience significant barriers to accessing health care due to, for example, the impact of violence, financial hardship, language or cultural differences, disability, sexuality, gender identity, mental health or substance use. In this role you will work collaboratively within the interprofessional team and with other relevant services, to promote a holistic response to addressing the needs of women to improve health and wellbeing outcomes. At this level it is expected that you will provide, under limited supervision, a high level of skilled intake, clinical assessment and therapeutic intervention to women across a range of clinical areas, including individual and group work.

Eligibility/Other Requirements: This position is a protected position and is open to women only as ACT Health, consistent with section 34(2)(i) of the *Discrimination Act 1991*, considers that it is a genuine occupational qualification for a woman to be employed in this position to most effectively provide the counselling service.

Mandatory Qualifications are as follows: For Social Work: Tertiary qualification in Social Work; Eligibility for membership of the Australian Association of Social Workers. For Psychology: A minimum of a 4- or 5- 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); General Psychology registration with the Psychology Board of Australia (AHPRA); Psychology Board of Australia approved Principal and Secondary supervisor for 4+2 Internship and 5+1 program;

For Counselling: Eligible qualification pathways. *Pathway 1.* Minimum five-year full-time (or part-time equivalent) sequence of study made up of: Minimum three-year undergraduate Bachelor-level accredited degree in a health-related discipline (psychology, social work, occupational therapy or other discipline considered relevant). AND (ii) Minimum two-year full-time (or part-time equivalent) post-graduate study in counselling via a Psychotherapy and Counselling Federation of Australia (PACFA) or Australian Counselling Association (ACA) accredited course; OR (iii) Three-year part-time Australian and New Zealand Association of Psychotherapy (ANZAP) training in the Conversational Model. *Pathway 2.* Minimum three-year undergraduate Bachelor of Counselling degree via a PACFA or ACA accredited course. AND (i) Minimum one-year full-time (or part-time equivalent) post-graduate study in counselling via a PACFA or ACA accredited course. OR Three-year part-time ANZAP training in the Conversational Model. Demonstrated evidence of eligibility for listing on the Australian Register of Counsellors and

Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

Note: This is a part-time temporary position available for a period of five months with the possibility of extension, employment at less than 32 hours per week will be considered and the position may be extended. Selection may be made on the basis of CV, referee reports and possibly interview.

Contact Officer: Nikki Goddard (02) 6205 1078 [nikki.goddard@act.gov.au](mailto:nikki.goddard@act.gov.au)

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

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

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

#### **Psychologist**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 31733)**

Gazetted: 13 April 2017

Closing Date: 27 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. The core values of Care, Excellence, Collaboration and Integrity were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of the people who use of service, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide 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; Overview of the work area and position: Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The Adult Mental Health Unit (AMHU) is a 37 bed acute inpatient unit for people with acute mental health issues. The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide high quality interventions and achieve sound outcomes for consumers under minimal supervision. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at Levels HP 2 and 1 and support the Team Leader in change processes. You will be required to undertake quality initiatives to promote service delivery at a standard of best practice.

Eligibility/Other Requirements: General Psychology registration with Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. Minimum of 3 years (ideal 5 years) post qualification is highly desirable. Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students. Please note prior to commencement successful candidates will be required to: be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This is a permanent full-time position within Adult Mental Health Unit and the successful applicant will be required to work an extended hours roster and including rotating weekends.

Contact Officer: Helen Braun (02) 6205 9987 helen.braun@act.gov.au

**Canberra Hospital and Health Services**

**Clinical Support Services**

**Clinical Records**

**Clinical Coding Auditor/Educator**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 25179)**

Gazetted: 13 April 2017

Closing Date: 27 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 Clinical Record Service is part of the Clinical Support Services Branch and is primarily responsible for managing ACT Health's centralised clinical records and completing all inpatient clinical coding. Clinical coding is an essential function for ACT Health to support clinical research and education, to facilitate accurate funding reimbursement, assist in the planning and evaluation of health care services and to fulfil local and mandatory national data submission requirements. This role is a combined coding/auditing/educator role. In addition to some routine clinical coding responsibilities, you will also be required to train new coders and assess ongoing coder-education needs through regular coding audits. You will play a key role in determining appropriate DRG allocation, optimising coding throughput, ensuring targets and key performance indicators are met, conducting coding quality audits involving interactive Casemix reviews with clinical staff as well as providing training, mentoring and support to the Clinical Coding team.

Eligibility/Other Requirements: Bachelor of Applied Science (Health Information Management) or equivalent qualification or eligibility for admission to full membership of the Health Information Management Association of Australia. A minimum of three years clinical coding experience using the current edition of ICD-10-AM, covering a broad range of Casemix at the tertiary facility level, with ability to accurately code an average of 4 – 5 records per hour desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

**Corporate**

**Strategic Finance**

**Business Efficiency Officer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 28222, several)**

Gazetted: 13 April 2017

Closing Date: 27 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: The Finance Transformation unit within the Strategic Finance Branch, acts as a proactive strategic business partner and is responsible for driving transformation, innovation and efficiencies across the ACT Health Directorate. This Business Efficiency Officer position reports directly to the Manager, Finance Transformation and is primarily responsible for supporting the Business Efficiency Partners in driving and supporting the implementation and ongoing development of business efficiency and strategic finance change and innovation across the ACT Health Directorate.

Eligibility/Other Requirements: Highly Desirable: A degree or diploma from an Australian tertiary institution, or a comparable overseas qualification, in commerce, accounting, business, or other relevant discipline or currently working towards qualification; relevant experience in a hospital or health-care setting; experience in developing and writing policy, guidelines and briefs for senior executives; advanced user of Microsoft Office, in particular Excel, Project and Visio; and experience working in project teams, particularly with reform projects. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check.

Contact Officer: Jakob Culver (02) 6207 9379 jakob.culver@act.gov.au

## **Corporate**

### **Strategic Finance**

#### **Financial Operations Support**

##### **Assistant Finance Manager**

##### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 01768, several)**

Gazetted: 13 April 2017

Closing Date: 27 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 Assistant Finance Manager (AFM) will assist and support the team on matters including budget preparation, reporting, analysis and general financial support to Divisions within the Health Directorate. The AFM will need to be flexible in meeting changing priorities, adapting to a changing environment and working with a variety of different stakeholder groups. The AFM will also provide cover for staffing shortfalls within the team and as such is expected to be able to communicate confidently with Senior level staff when required.

Eligibility/Other Requirements: Relevant experience in an accrual accounting environment and experience in a large complex organisation would be a distinct advantage. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check.

Note: This is a temporary position available for 12 months with the possibility of extension. There is the possibility that more than one role will be filled from this process.

Contact Officer: Tony Liu (02) 6207 9597 tony.liu@act.gov.au

## **Canberra Hospital and Health Services**

### **Deputy Director General Canberra Hospital and Health Services**

#### **Executive Director of Medical Services**

##### **Information Systems Librarian**

##### **Professional Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 38394)**

Gazetted: 13 April 2017

Closing Date: 8 May 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 ACT Health Library provides worldwide health information resources and quality services to all ACT Health staff, faculty and students. The Library acquires, organizes, preserves and provides access to information resources to meet the needs of all staff, faculty and students in a timely and cost-effective manner.

Eligibility/Other Requirements: ALIA-accredited degree in library or information science. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Saroj Bhatia (02) 6244 2588 saroj.bhatia@act.gov.au

**Population Health**

**Health Improvement**

**Health Promotions and Grants**

**Project Officer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 24191)**

Gazetted: 13 April 2017

Closing Date: 27 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: Health Promotion Section is seeking an experienced Project Officer to develop, implement and evaluate behaviour change communication strategies promoting healthy lifestyle behaviours across the Canberra community in partnership with key internal and external stakeholders. The successful applicant will be responsible for the development, implementation and evaluation of behaviour change strategies with a strong marketing communications focus. It would be suited to someone with demonstrated experience interested in working in a health promotion setting.

Eligibility/Other Requirements: A tertiary qualification in social marketing or communications and/or strong demonstrable experience working as a project officer in a comparable field is highly desirable. Experience working within the public health, community or government sectors is highly desirable. Candidates with experience in digital marketing will be highly regarded. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available until September 2017 with the possibility of extension. Full-time applicants are preferred, however part-time may be considered. Suitable applicants will be added to a merit list for any future similar positions. Salary is pro rata for part-time.

Contact Officer: Susie Leydon (02) 6205 1422 susie.leydon@act.gov.au

**Corporate**

**ICT Health**

**E-Health and Clinical Records**

**Automation Test Lead**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 33893)**

Gazetted: 13 April 2017

Closing Date: 20 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. The Digital Solutions Division is led by the Chief Information Officer (CIO) who provides high-level leadership and advice on policies, planning, and implementation of strategies in relation to health information, information and communication technology (ICT) projects and clinical records management. The Division is responsible for: Implementation and support of the Health Directorate Information Technology (IT) Strategic Plan; management and support of the Health Directorate clinical records across acute, primary and community based services; coordination of ICT projects; management of the relationship with Health Directorate ICT vendors; financial reporting on Health Directorate use of ICT; development, implementation and maintenance of ICT policies and procedures; and Ensuring Health Directorate information security. Overview of the work area and position: As part of a small team, the Automation Test Lead will perform testing duties relevant to Clinical IT Systems in the Clinical Systems Program. The Automation Tester will report to the Test Manager of Clinical Systems.

Eligibility/Other Requirements: Previous experience with products such as QTP, Test Complete and QA Complete and previous experience with testing integration engines such as; Rhapsody, Web Server is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.



Note: This is a temporary position available for six months with the possibility of extension and/or permanency.  
Contact Officer: Prathiba Sankararaj (02) 6207 6999 [prathiba.sankararaj@act.gov.au](mailto:prathiba.sankararaj@act.gov.au)

## **Corporate**

### **Strategic Finance**

#### **Strategic Finance Executive**

##### **Personal Assistant**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 10908)**

Gazetted: 13 April 2017

Closing Date: 27 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: This position will involve you using your knowledge and skills to provide high level administrative support, including all aspects of diary management for the Directors within Strategic Finance and assisting all Directors with all administrative responsibilities. The position reports to the Executive Officer.

Eligibility/Other Requirements: Experience in working one-to-one with a Senior Executive; and experience working in a financial environment is desirable. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Jennifer Elsey (02) 6205 0006 [jennifer.elsey@act.gov.au](mailto:jennifer.elsey@act.gov.au)

## **Innovation**

### **Strategy and Design**

#### **System Innovation Group**

##### **Administration and Project Support Officer, Clinical Services Framework**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 27560)**

Gazetted: 13 April 2017

Closing Date: 27 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. ACT Health 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, or People with Disability, to apply for all positions. ACT Health is currently developing a Clinical Services Framework (CSF) 2017-2027, which will replace the current Clinical Services Plan 2015-2018. The CSF will guide health policy and inform the provision of health care services over the next decade. Through examining key areas – including workforce, health infrastructure and information and technology planning – the CSF will assist ACT Health in the delivery of a fully integrated territory-wide health system that is person-centred, safe and effective and adaptable to the community's changing needs. Specialty Service Plans (SSP) will underpin the CSF. The SSPs, and their related Models of Care (MoCs), will specify the best, evidenced-based delivery of publicly funded health services across the territory. Overview of the work area and position: A project team, lead by an Executive Director is developing the Clinical Services Framework. ACT Health is looking for Administration and Project Support Officer to provide PA support the Executive Director and support to the project team with project administration. To be successful, you will have high level of attention to detail, ability to work in a small team and an understanding of government administration and project management processes. Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check.

Note: This is a temporary position available initially for 12 months with possible extension.

Contact Officer: Rosemary O'Donnell (02) 6207 0178

**Innovation**

**Strategy and Design**

**System Innovation Group**

**Administration Support / Capability Administrator**

**Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 27560)**

Gazetted: 13 April 2017

Closing Date: 27 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: Applications are sought from reliable and accountable professionals to work as the ACT Health Capabiliti (learning management system) administrator and Office Manager in Staff Development Unit (SDU). This is an ASO5 position and the successful applicant will be comfortable working in a flexible diverse team and changing work environment. As a member of the SDU team and working with limited supervision you will manage the ACT Health Learning Management System (Capabiliti), content, training, reporting and administrative processes. This position is also the office manager for SDU which will include managing training equipment and booking rooms and will assist in the management of the SDU financial processes including invoices, journals and payments. The successful applicant will have a high standard of customer service, act with integrity, meet deadlines and demonstrate a commitment to continuous improvement. Staff Development Unit (SDU) is a Registered Training Organisation (RTO) located on the Canberra Hospital Campus and reporting to the Executive Director of People and Culture, Corporate. SDU provides a key coordination role for Learning and Development (L&D) in ACT Health and provides education and training and eLearning courses for clinical, technical, vocational and administrative staff in a broad range of learning and development programs which are based on the needs of the organisation. SDU manages the systems, reporting and policies for education/training in ACT Health. This position reports to the Director of SDU. Eligibility/Other Requirements: A sound understanding of Microsoft Suite in particular Excel and the use of Spreadsheets. A Certificate IV Training and Assessment and/or extensive training experience is desirable. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check. Contact Officer: Elizabeth Renton (02) 6244 2437 [deborah.moore@act.gov.au](mailto:deborah.moore@act.gov.au)

**Canberra Hospital and Health Services**

**Rehabilitation, Aged Care and Community Care**

**Administration Manager**

**Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 36850)**

Gazetted: 13 April 2017

Closing Date: 20 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. 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 the Administration Manager is responsible for the day to day

management of the administration team ensuring effective and efficient delivery of administrative support to both internal and external clients.

Eligibility/Other Requirements: Certificate in management (or working towards) is highly desirable along with experience in health administration. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Belinda Carrington (02) 6244 2767 belinda.carrington@act.gov.au

## **Population Health**

### **Health Protection**

#### **Immunisation**

#### **Surveillance Officer**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 23618)**

Gazetted: 13 April 2017

Closing Date: 20 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. The Communicable Disease Control Section, Health Protection Service, is seeking to fill an expected vacancy, the position of Surveillance Officer. The position is responsible for supporting the coordination of the ACT Notifiable Disease Surveillance program, including: managing the receipt of disease notifications, maintenance of the surveillance database (including data entry, data integrity, data confidentiality, database development and maintenance); transfer of data to the Commonwealth Department of Health; production of graphs and reports; and liaison with stakeholders.

Eligibility/Other Requirements: Relevant experience is desirable. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Rebecca Hundy (02) 6205 2052 rebecca.hundy@act.gov.au

## **Canberra Hospital and Health Services**

### **Clinical Support Service**

#### **Nursing Administration**

#### **Nursing and Midwifery Resource Office Administrative Assistant**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 16844)**

Gazetted: 13 April 2017

Closing Date: 20 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 and Alcohol and Drug services. In addition, Justice Health Services are provided within the Territory's' detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

Overview of the Work Area and Position: Under direction of the Nurse Manager and Assistant Director of Nursing for Clinical Support Services, the Administrative Services Officer Class 5 will provide administrative support for the Nursing and Midwifery Resource Office by undertaking the duties listed in the duty statement. To be successful in this position, it is highly desirable that the successful candidate will have the following attributes: Strong organisational skills with a high degree of drive. Adaptability and flexibility to accommodate change and provide a responsive service. A commitment to the provision of high quality customer service.

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

Contact Officer: Kendra Kemister (02) 6174 7130 [kendra.kemister@act.gov.au](mailto:kendra.kemister@act.gov.au)

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

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

#### **Alcohol and Drug Program**

#### **Status List Coordinator**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 17882)**

Gazetted: 13 April 2017

Closing Date: 20 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 Alcohol and Drug Services is a part of the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporates six areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services. In collaboration with ACT Health Alcohol and Drug Program, Opioid Treatment Service and Community Pharmacist maintain an accurate status list of clients on the Opioid Treatment Service within the ACT in accordance with current policies and procedures.

Eligibility/Other Requirements: Previous experience in an Administration role and current driver's licence desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check.

Note: This is a temporary position available from 4 June 2017 to 4 August 2017 with the possibility for extension.

Contact Officer: Jodie Kenny (02) 6174 7967 [jodie.kenny@act.gov.au](mailto:jodie.kenny@act.gov.au)

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

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

#### **Women's and Babies**

#### **Director of Nursing PA**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 21301)**

Gazetted: 13 April 2017

Closing Date: 20 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: This position is based in the Centenary Hospital for Women and Children, and provides Personal Assistant (PA) Support to the Director of Nursing and Midwifery, as well as the two Assistant Directors of Nursing and Midwifery. The opportunity would suit a talented, highly skilled employee you has extensive PA experience. The applicant will be required to have excellent communication skills, ability to prioritise workloads, provide secretariat support to a

number of committees, provide support to medical staff, book travel, conferences and meetings and coordinate the fluent administration of the office.

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

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

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

#### **Medicine**

#### **Medical**

#### **PA to Clinical Director**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 27132)**

Gazetted: 13 April 2017

Closing Date: 27 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: This position is responsible for managing the daily activities of the Clinical Director within the Division of Medicine by preparing a range of correspondences, management of diary inboxes and calendars, secretariat support to committees, assisting with human resource and financial management functions, research and initiating action to ensure the timely response to requests. Applicants will need to be professional and have excellent communication, organisational and time management skills while adhering to ACT Health confidentiality policies and procedures. The applicant must have the ability to liaise effectively with staff at all levels.

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

Contact Officer: Aimee Divorty (02) 6244 3659

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

#### **Medicine**

#### **Medical**

#### **PA to Director Allied Health**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 29144)**

Gazetted: 13 April 2017

Closing Date: 20 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 and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety

and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the Work Area and Position: This position reports directly to the Director of Allied Health and the Administration Manager for Division of Medicine. Under general direction you will be required to provide administrative support to the Director of Allied Health, you will be responsible for providing a high level of secretarial duties whilst managing the Directors calendar. You will also be required to register, classify and index files as well as develop and maintain professional relationships with internal and external consumers. To be successful in this position, it is expected that the successful candidate will have the following attributes: Strong organisational skills with a high degree of drive. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.

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

Contact Officer: Melissa Warylo (02) 6244 2063 melissa.warylo@act.gov.au

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

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

#### **Cancer Nursing**

#### **Haematology/Oncology/Radiation and Palliative Care**

#### **Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 24601, several)**

Gazetted: 13 April 2017

Closing Date: 27 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: 14B/4A Haematology/Oncology/Radiation and Palliative care ward are looking for compassionate, caring and patient focused Level 1 Registered nurses to join our team with an interest in this area. ACT Health 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, or People with Disability, to apply for all positions.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHRRA). Chemotherapy training is an advantage. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check; Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: There are permanent and temporary positions available. Temporary positions will be for a period of six to twelve months with the possibility of permanency from this process. Full-time and part-time hours will be considered for both the permanent and temporary positions. Successful applicants will be required to work a seven day rotating roster. Salary will be pro rate for part-time.

Contact Officer: Susan Langdon (02) 6244 3396

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

#### **Pathology**

#### **Microbiology**

#### **Scientist Microbiology**

#### **Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 25194, several)**

Gazetted: 13 April 2017

Closing Date: 20 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. ACT Pathology is a department of The Canberra Hospital

offering a diagnostic Pathology service to the ACT and surrounding region. The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures. Overview of the work area and position: The successful applicant will be required to undertake duties associated with performance of clinical microbiological testing including specimen set-up, culture plate reading, organism identification and interpretation of susceptibility results. ACT Pathology is seeking a skilled and experienced person to perform procedures and investigations requiring the application of professional knowledge and skill in this area.

Eligibility/Other Requirements: A Degree or Associate Diploma in Science or equivalent relevant qualification. A minimum of 12 months professionally relevant laboratory experience is essential. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*, comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Notes: These are temporary positions available for 12 months. Applicants will be shortlisted on the basis of written application and referee reports only. Current curriculum vitae and written referee reports should accompany the applications. Shortlisted applicants may be required to attend a further assessment. A commitment to own professional development and availability to work out of hours and on weekends is essential.

Contact Officer: Susan Bradbury (02) 6244 2510 [susan.bradbury@act.gov.au](mailto:susan.bradbury@act.gov.au)

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

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

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

#### **Mental health Clinician CAMHS South**

#### **Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 22333)**

Gazetted: 13 April 2017

Closing Date: 27 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 and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services (ACT Wide MHS); Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS); Justice Health Services (JHS). Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. The CAMHS community teams are made up of multi disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. This role will be to conduct assessment and clinically manage children and young people with mental health issues,

facilitate group work and to provide support to HP1 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: Must hold a current driver's licence. Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service for employment at the Health Professional Level 2 classification. For Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy. Registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA). Eligibility for professional membership of Occupational Therapy Australia. For Psychology: Be registered or be eligible for general registration with Australian Health Practitioner Regulation Agency (AHPRA). For Social Work: Degree in Social Work. Eligibility for membership of the Australian Association of Social Workers. Highly desirable for all disciplines - experience in working with children and young people.

Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Comply with ACT Health credentialing requirements for allied health professionals. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Undergo a pre-employment Police check.

Note: This is a temporary position available for a period 12 months. The successful candidate will be required to and be available to work within all program areas of CAMHS as service needs arise; Be available for weekend and on call work when necessary. An Order of Merit will be established from this process that 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 1469 elloise.j.barry@act.gov.au

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

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

#### **Rehabilitation Allied Health**

#### **Occupational Therapist**

#### **Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 25999)**

Gazetted: 13 April 2017

Closing Date: 27 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: Rehabilitation and Aged Care Occupational Therapy services are offered in community and inpatient settings. We provide assessment and therapeutic intervention for a range of client populations in both rehabilitation and aged care settings. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. The successful applicant will play a key role in providing day to day Occupational Therapy services to a range of patients within a designated caseload area. The successful applicant will provide assessment and clinical intervention to facilitate positive client outcomes. Successful applicants will have support from an experienced team of clinicians and direct clinical supervision from a senior Occupational Therapist.

Eligibility/Other Requirements: Degree in Occupational Therapy, registration with Occupational Therapy Board of Australia, a current driver's licence. Experience working in rehabilitation and/or aged care frameworks is desirable. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This position may be required to participate in an overtime, on call, and/or rotation roster. 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: Tegan Reid (02) 6244 2904 tegan.reid@act.gov.au



**Canberra Hospital and Health Services**

**Medicine**

**Acute Support Service**

**Speech Pathologist**

**Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 28692, several expected vacancy)**

Gazetted: 13 April 2017

Closing Date: 20 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: Acute Support Speech Pathology provides expert speech pathology services to a range of eligible inpatient and outpatients at Canberra Hospital and Health Services. Eligible patients include any patient admitted to an acute ward with acute communication and/or swallowing disorders. Specialist outpatient's services are provided to adults with voice disorders, adults and paediatrics with swallowing disorders due to an underlying medical condition, children born with cleft lip and/or palate, adults with head and neck cancer/trauma. This position will be responsible for delivery of clinical speech pathology services to an assigned adult and/or paediatric caseload and contribution to an active teaching and quality improvement program with strong professional support.

Eligibility/Other Requirements: Mandatory: A Degree or Diploma in Speech Pathology from a recognised tertiary institution. Eligibility for practicing membership of Speech Pathology Australia. Must hold a current driver's licence. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any employment offer being made. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: Permanent and Temporary full- time and part-time positions are available. Selection may be made on written application and referee reports only. An order of merit will be established from this process that may be used to fill other permanent and temporary positions at level over the next 12 months. Salary is paid pro rata for part-time.

Contact Officer: Felicity Martin (02) 6244 2230 felicity.martin@act.gov.au

**Canberra Hospital and Health Services**

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

**Adult Community Mental Health Services**

**Allied Health Assistant - Woden Mental Health Team**

**Allied Health Assistant 3 \$61,115 - \$67,825, Canberra (PN: 37818)**

Gazetted: 13 April 2017

Closing Date: 20 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) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other

community settings including peoples home. These services include: Rehabilitation and Specialty 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. Overview of the work area and position: The AHA position is based in the Woden Mental Health Team, a multidisciplinary team that is part of Adult Community Mental Health Services. AHAs working within MHJHADS are required to, under direction of the relevant members of the clinical team, support people to achieve their personal recovery goals as identified in their Recovery Plan. Adult Community Mental Health Services provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT, with a strong focus on the provision of timely and effective mental health interventions.

Eligibility/Other Requirements: Minimum qualification, relevant Certificate IV or equivalent qualification plus relevant experience. An employee with a relevant Diploma or higher qualification or who has demonstrated equivalent competencies will be eligible to commence on the second pay point. Current driver's licence. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*, comply with ACT Health credentialing requirements for allied health professionals.

Note: Appointment/promotion or advancement to the 3rd pay point for this classification will only be available to an employee with a relevant Diploma or higher qualification, or who has demonstrated that they have the equivalent competencies.

Contact Officer: Mathew Hunstone (02) 6205 1478 mathew.hunstone@act.gov.au

## **Canberra Hospital and Health Services**

### **Pathology**

#### **Anatomical Pathology**

#### **Medical Typist, Anatomical Pathology**

#### **Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 27061, several)**

Gazetted: 13 April 2017

Closing Date: 20 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. ACT Pathology is a department of Canberra Hospital and Health Services offering a diagnostic pathology service to the ACT and surrounding region. The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and the branch laboratory is located at the Calvary Hospital. Overview of the work area and position: The Anatomical Pathology Department is located at the Canberra Hospital. The department includes histology, cytology, electron microscopy and mortuary. Administration staff work in a small team to produce high quality medical reports and to provide administrative assistance to the department. This position attracts a Medical Typing Allowance. Personal Attributes: To be successful in this position, it is expected that the successful candidate will have the following attributes: Highly developed interpersonal and communication skills, both verbal and written, and the ability to deal with people at all levels of the organisation and external agencies. Organisational skills and the ability to use initiative, prioritise and be adaptable when performing or administering tasks in a constantly changing and dynamic environment.

Eligibility/Other Requirements: Experience in medical typing and a sound knowledge of medical terminology relevant to an anatomical pathology department are highly desirable. Knowledge of the Kestral PLS system would be an advantage. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: Applicants are asked to supply a maximum of two pages addressing the selection criteria and attach a recent curriculum vitae. Salary includes a medical typing allowance, currently \$3467.67 per annum.

Contact Officer: Narelle Brodie (02) 6244 2879 narelle.brodie@act.gov.au

**Canberra Hospital and Health Services**

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

**Adult Community Mental Health Services**

**Administrative Services Officer**

**Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 38085)**

Gazetted: 13 April 2017

Closing Date: 20 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) 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 and families and carers involved in our service is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty 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. Overview of the work area and position: The current position will be a floating administration position to be based at any of the Adult Community Mental Health Services team locations. Adult Community Mental Health Services provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT, with a strong focus on the provision of timely and effective mental health interventions.

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

Contact Officer: Bruno Aloisi (02) 6205 8559 [bruno.aloisi@act.gov.au](mailto:bruno.aloisi@act.gov.au)

**Canberra Hospital and Health Services**

**Medicine**

**Acute Support Services**

**Aboriginal and Torres Strait Liaison Officer Assistant**

**Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 35277)**

Gazetted: 13 April 2017

Closing Date: 20 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 Aboriginal and Torres Strait Islander Liaison Service provides the cultural emotional and social wellbeing to Aboriginal and Torres Strait Islander patients and their families. The successful applicant will provide support to the Aboriginal and Torres Strait Islander Liaison team to work with inpatient, outpatients and their families. This position will provide the opportunity to work closely with the various Aboriginal and Torres Strait Islander communities in an innovative, creative and productive way.

Eligibility/Other Requirements: This is a identified position only open to Aboriginal and or Torres Strait Islander people. Confirmation of Aboriginality will be required before and employment in this position. Current driver's licence is also required. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Obtain a compliance certificate from Occupational Medicine Unit (OMU) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: This is a part-time position available at 10 hours per week. Selection may be based on written application and referee reports only. Saalry is pro rate for part-time.

Contact Officer: Joyce Graham (02) 6244 2176 joyce.graham@act.gov.au

**Canberra Hospital and Health Services**

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

**Adult Mental Health Services**

**Clinical Psychology Registrar**

**Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 16798)**

Gazetted: 13 April 2017

Closing Date: 4 May 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. The core values of Care, Excellence, Collaboration and Integrity were developed by us, for us and are unique to our work. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Justice Health Services; and Rehabilitation and Specialty Mental Health Services.

Overview of the work area and position: An exciting opportunity exists for entry into the new psychology registrar program for Mental Health, Justice Health, Alcohol and Drug Services Division. The successful applicant will be employed on a temporary basis at the Health Professional Officer Level 1 – as a Clinical Psychology Registrar, and will be a member of a multidisciplinary community mental health team, within the Division of Mental Health, Justice Health and Alcohol and Drug Services. The role will provide a range of assessment and treatment services to assist people in the ACT that present with mental health concerns. The successful applicant will also be provided with an opportunity for supervision to meet Psychology Board of Australia standards for working towards an area of practice endorsement as a Clinical Psychologist. The role is for a Clinical Psychology Registrar pathway comprising up to a two year graduate program. Under professional supervision: Promote positive client outcomes through the provision of high quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team. Provide individual or group service delivery. Apply knowledge, skills, and professional judgement in the delivery of routine services.

Eligibility/Other Requirements: Mandatory: An accredited Masters or Doctorate in Clinical Psychology. Be registered or be eligible for general registration with the Australian Health Practitioner Regulation Agency. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check; and comply with ACT Health credentialing requirements for allied health professionals; comply with ACT Health occupational screening requirements related to immunisation.

Note: This temporary position is for a Clinical Psychology Registrar pathway comprising up to a two year graduate program. Consideration for ongoing appointment is contingent upon successful recruitment at a Health Professional Officer 2 level, or through this merit selection process.

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

**Canberra Hospital and Health Services**

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

**Justice Health Services**

**Forensic Psychology Registrar**

**Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 14464)**

Gazetted: 13 April 2017

Closing Date: 4 May 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 and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Justice Health Services, and

◦Rehabilitation and Specialty Mental Health Services. Overview of the work area and position: An exciting opportunity exists for entry into the new psychology registrar program for Mental Health, Justice Health, Alcohol and Drug Services Division. The successful applicant will be employed in temporary employment at the Health Professional Officer Level 1 – Forensic Psychology Registrar, to be a member of a multidisciplinary community mental health team, within the Division of Mental Health, Justice Health and Alcohol and Drug Services. The role will provide a range of assessment and treatment services to assist people in the ACT that present with mental health concerns associated with the justice system. The successful applicant will also be provided with an opportunity for supervision to meet Psychology Board of Australia standards for working towards an area of practice endorsement as a Forensic Psychologist. The role is for a Forensic Psychology Registrar pathway comprising up to a two year new graduate program. Under professional supervision: Promote positive client outcomes through the provision of high quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team. Provide individual or group service delivery. Apply knowledge, skills, and professional judgement in the delivery of routine services.

Eligibility/Other Requirements: Mandatory: An accredited Masters or Doctorate in Forensic Psychology. Be registered or be eligible for general registration with the Australian Health Practitioner Regulation Agency. Prior to commencement successful candidates will be required to: Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals. Comply with ACT Health occupational screening requirements related to Immunisation. Undergo a pre-employment Police check.

Note: This is a temporary position available for a period of two years.

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

**Canberra Hospital and Health Services**

**Rehabilitation, Aged Care and Community Care**

**Rehabilitation, Aged and Community Care Nursing**

**Enrolled Nurse - Ward 11B**

**Enrolled Nurse Level 1 \$57,635 - \$61,578, Canberra (PN: 24665, several)**

Gazetted: 13 April 2017

Closing Date: 27 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 and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Public Hospital (UCPH) is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. Ward 11B is comprised of 18 sub acute geriatric beds and a 6 acute bed Geriatric Assessment and Planning Unit. The Enrolled Nurse supports the Registered Nurse in the provision of patient-centred care. Nurses at this level work under the direction and supervision of the Registered Nurse, however at times the Enrolled Nurse retains responsibility for his/her actions and remains accountable in providing patient care.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Geriatric Experience in a hospital setting is desirable.

Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Marianne Bellew (02) 6244 2624

**Canberra Hospital and Health Services**  
**Cancer, Ambulatory and Community Health Support**  
**Cancer Nursing**

**Endorsed Enrolled Nurse**

**Enrolled Nurse Level 1 \$57,635 - \$61,578, Canberra (PN: 11852, several)**

Gazetted: 13 April 2017

Closing Date: 27 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: 14B/4A Haematology/Oncology/Radiation and Palliative wards are looking for compassionate, caring and patient focused Enrolled Nurses to join our team.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Notes: There are permanent positions and temporary positions available. Temporary positions are available for a period of six to twelve months with the possibility of permanency from this process. These positions require working on a seven day rotating roster. Part-time and full-time hours will be considered. Salary is pro rata for part-time.

Contact Officer: Susan Langdon (02) 6244 3396

**Canberra Hospital and Health Services**

**Surgery and Oral Health**

**Dental Health Program**

**Dental Assistant - Qualified - Dental Health Program**

**Dental Assistant - Qualified \$52,996 - \$61,965, Canberra (PN: 25873, several)**

Gazetted: 13 April 2017

Closing Date: 20 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 and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. Overview of the work area and position: The Dental Health Program is in the division of Surgery, Oral Health and Imaging and offers a range of dental services to the community, these include: Child and Youth dental services to all children under the age of 14 years who live in or attend an ACT school. Young people under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card. Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card. The ACT Dental Health Program provides oral health services to eligible adults and children within a multidisciplinary healthcare team across various locations in Canberra. Some out of hours work including the treatment of emergency patients by roster.

Eligibility/Other Requirements: Certificate III in Dental assisting or equivalent as per relevant enterprise agreement is mandatory. Certificate IV in Dental assisting or equivalent as per relevant enterprise agreement is desirable. Current driver's licence is desirable. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Notes: Permanent and temporary positions are available.

Contact Officer: Donna Butcher 0481 439 441 donna.butcher@act.gov.au

**Canberra Hospital and Health Services**

**Medicine**

**Medical**

**Renal Administration Support**

**Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 10777)**

Gazetted: 13 April 2017

Closing Date: 20 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 and Alcohol and Drug services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health Division of Medicine provides a range of medical specialties and allied health services.

A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

Overview of the work area and position: The Renal Service provides comprehensive clinical care, including dialysis and post-transplant care for patients with kidney diseases using a multidisciplinary approach incorporating community and allied health services. Under general direction this position provides administrative support to the Renal service and its staff, including booking and scheduling patient appointments, billing of services rendered and patient record management whilst providing a high level of customer service.

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

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

Contact Officer: Melissa Warylo (02) 6244 2063 melissa.warylo@act.gov.au

**Canberra Hospital and Health Services**

**Medicine**

**Medical**

**Administration Support - Canberra Sexual Health Centre (CSHC)**

**Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 24873)**

Gazetted: 13 April 2017

Closing Date: 20 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 and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities. ACT Health is a partner in



teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

Overview of the work area and position: The Canberra Sexual Health Centre (CSHC) is a free service and Canberra's leading clinic for the testing and treatment of sexually transmissible infections. As a specialist clinic, it provides confidential and high quality professional and non-judgemental care, giving the community access to the latest information, advice and treatments. Under general direction this position provides administrative support to the CSHC and staff, including development and documentation of processes, forms and databases and processing paperwork for enrolled patients, record keeping and booking patient appointments.

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

Contact Officer: Melissa Warylo (02) 6244 2063 melissa.warylo@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)**

#### **ACT Corrective Services**

##### **Corporate Services**

##### **Business Performance Unit**

##### **Business Intelligence and Risk Officer**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 46235)**

Gazetted: 06 April 2017

Closing Date: 13 April 2017

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated, career-oriented person to fill the position of Business Intelligence and Risk Officer (SOGC) in the Corporate Services, Business Performance Unit (BPU). This position is responsible for undertaking security risk assessment and monitoring the implementation of associated action plans, developing and maintaining business systems and reporting and assisting the Business Performance Manager in ensuring the requirements of the Protective Security Policy Framework are met. The successful candidate will undertake the role of the Agency Security Coordinator and will be responsible for building a security culture within ACTCS. You will also be responsible for undertaking, maintaining and implementing security risk assessments and monitoring related action plans, developing and producing reporting analytics and developing and delivering Agency specific security awareness training in accordance with the Protective Security Policy Framework. Further to this, you will be responsible for reviewing and challenging business performance in relation to forecasted plans and suggesting improvements or opportunities for business improvement. To be successful, you will be required to demonstrate exceptional communication and interpersonal skills and display high-level research and analytical skills. You will also demonstrate an ability to develop and compose complex workplace documents. To apply, applicants are required to submit four items: ACT Government Application Cover Sheet; statement of claims against specified selection criteria; a current resume; and the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all four items.

Eligibility/Other Requirements: Tertiary qualifications in security, intelligence and risk are desirable. Experience in conducting investigations is desirable. Eligible applicants will be required to undergo pre-employment medical and police record check.

Contact Officer: Ximena Nikias (02) 6207 3979 ximena.nikias@act.gov.au

## **ACT Law Courts and Tribunal**

### **Registry Operation**

#### **Sheriff's Office**

##### **Senior Sheriff's Assistant**

##### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 43653)**

Gazetted: 12 April 2017

Closing Date: 26 April 2017

Details: The ACT Law Courts and Tribunal is seeking a person with a strong focus on providing high level client service, well developed communication skills, an ability to work well within a dynamic environment and the capacity to work with people from diverse backgrounds to undertake the role of Senior Sheriff's Assistant. The Senior Sheriff's Assistant will engage with a range of stakeholders, including judiciary and legal practitioners to manage a range of operational functions and services for the ACT Law Courts and Tribunals. As Senior Sheriff's Assistant you will assist the Team Leader in: performing administrative functions of the Sheriff's Office and working collaboratively across the Unit; providing procedural advice and services to clients and relevant agencies and proactively seeking assistance when required; managing enquiries and correspondence relating to the Sheriff's Office operations; undertaking computer based tasks with a high level of accuracy and work output; working within defined policy, legislation and guidelines. 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 and Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/ Other Requirements: The Senior Sheriff's Assistant is required to wear a uniform and conform with dress code and personal appearance guidelines. The occupant of this position is required to hold a current drivers licence.

Note: Applicants are required to submit a curriculum vitae, contact details of at least two referees and a covering letter (maximum two pages) telling us how your skills, experience and ability makes you the best person for this job opportunity. Highlight any specific examples or achievements that will demonstrate your ability to perform the role and try not to duplicate information that can already be found in your Curriculum Vitae.

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.

Contact Officer: Yvette Garcia (02) 6207 6778 yvette.garcia@courts.act.gov.au

## **Human Rights Commission**

### **Human Rights**

#### **Human Rights Legal and Policy Adviser**

##### **Legal 1 \$61,785 - \$124,436, Canberra (PN: 20801)**

Gazetted: 10 April 2017

Closing Date: 3 May 2017

Details: An exciting opportunity exists for a Lawyer to join a small and dynamic team providing legal and policy advice to the President and Human Rights Commissioner. The successful applicant will be required to provide legal and policy advice on matters involving the ACT *Human Rights Act 2004*; review policy and law reform proposals in terms of their compliance with human rights standards; and prepare complex briefing materials, reports and submissions. The position also involves responding to enquiries from government agencies and members of the pubseeking information on human rights issues; and participating in community and agency liaison forums on

human rights. It may also entail assisting in litigation where the Commissioner is party to, or has been granted leave by courts to intervene in, matters. The ACT Human Rights Commission recruits for diversity. Aboriginal and Torres Strait Islander People and People with a Disability are encouraged to apply.

Eligibility/Other Requirements: Tertiary legal qualifications are essential. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

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

Note: If you are a person with a disability and would like assistance to apply for this position please contact the contact officer for this position.

Contact Officer: Belinda Barnard (02) 6205 2222 [belinda.barnard@act.gov.au](mailto:belinda.barnard@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)**

#### **City Services**

##### **City Places and Infrastructure**

##### **Executive Director, City Places and Infrastructure**

**Executive Level 2.6 \$307,696 - \$321,543 depending on current superannuation arrangements, Canberra (PN: E581)**

Gazetted: 11 April 2017

Closing Date: 26 April 2017

Details: The Executive Director, City Places and Infrastructure reports to the Deputy Director-General City Services and is responsible for providing leadership in the delivery of a wide range of services to the community: Planning, design and management of programs for the provision of infrastructure and open spaces for the city of Canberra. This includes: Management of, use and maintenance of the ACT road network, bridges, footpaths, traffic lights, street lighting and stormwater infrastructure Management of, use and maintenance of public open spaces to high quality for the citizens of Canberra. Public open spaces includes all city parks, the public realm, the urban forest and lakes and ponds Planning, program preparation and delivery of capital works to support City Places and Infrastructure. The role requires exceptional leadership, executive management and negotiation skills across a range of portfolio areas including capital works, project management, transport planning and services, policy, financial management, human resources, government, the wider community and business issues. 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.

Remuneration: The position attracts a remuneration package ranging from \$307,696 - \$321,543, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$251,761.

Contract: The successful applicant will be engaged under a performance based contract for up to five years.

Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

Contact Officer: Jim Corrigan (02) 6207 5819 [jim.corrigan@act.gov.au](mailto:jim.corrigan@act.gov.au)

#### **Chief Operating Officer**

##### **Finance**

##### **Chief Financial Officer**

**Executive Level 1.3 \$224,134 - \$233,847 depending on current superannuation arrangements, Canberra (PN: E416)**

Gazetted: 11 April 2017

Closing Date: 26 April 2017

Details: Transport Canberra and City Services is seeking a Chief Financial Officer (CFO). The CFO is an integral part of the executive team reporting to the Chief Operating Officer and Director-General on financial and budget matters.

The CFO leads the Finance branch in facilitating the management of the Directorate's budget and providing financial advice to the Minister for Transport Canberra and City Services, the Executive Team and line managers. The CFO plays a key role in developing strategic approaches to improving financial management practices, cost-effectiveness and resource allocation across the Directorate. The Finance branch also co ordinates the Directorate's financial plan, budget and financial processes.

The position has significant contact with the Minister's Office, Director-General, the Executive Team, ACT Treasury, and the Auditor-General's Office. The occupant requires a high degree of sensitivity and confidentiality, excellent negotiation and representational skills and ability to meet tight deadlines.

Eligibility/Other Requirements: Relevant tertiary qualifications and membership of professional associations (CPA or CA) is mandatory.

Financial management experience at a senior level is mandatory.

Remuneration: The position attracts a remuneration package ranging from \$224,134 - \$233,847, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$176,592.

Contract: The successful applicant will be engaged under a performance based contract for up to five years.

Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

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

**Strategy Innovation and Customer Experience**

**Schools Program, Active Travel and Asset Strategy**

**Director, Assets, Schools and Active Travel**

**Executive Level 1.2 \$207,488 - \$216,372 depending on current superannuation arrangements, Canberra (PN: E886)**

Gazetted: 11 April 2017

Closing Date: 26 April 2017

Details: A key executive leadership role working with industry, interest groups, schools and citizens is available with the Transport Canberra and City Services Directorate of ACT Government. We are looking a person with exceptional leadership, management and negotiation experience in a variety of forums and, at times, the media. The role requires a strong understanding of client and customer experience, as well as highly developed skills in project management and delivery. This diverse role leads a team of approximately 35 to deliver three important whole-of-government functions: Public asset acceptance services on behalf of the ACT Government, with a focus on excellence in customer service delivery (Development Review and Coordination Unit); A leading-edge active travel strategy and program that encompasses all modes of travel and physical activity (Active Travel Office); and Coordination, promotion and primary contact point into ACT Government for services designed to support the transport, parking, safety and city services' needs of schools (Schools Coordination Unit). The Development Review and Coordination Unit provides advice, guidance and direction on assets accepted by the Territory. The team supports industry undertaking projects across the Territory that deliver assets to the TCCS portfolio. Improving the timeliness and quality of services and processes for both industry and government are a priority for this role. The Director plays a key role in informing the customer and industry focus through industry engagement and outreach, strategic investment, improvement and maintenance of existing and new assets. Responsibility for the ACT's active travel strategy and promotion to the ACT community and regional partners rests with this role. Promoting an active travel culture and achieving increased use of active travel infrastructure is critical. The Government has

invested over \$70m in the past four years in active travel related infrastructure. Integrating active travel policies, initiatives and programs across Government is a primary objective of this role. The Schools Coordination program brings together services provided to, or around schools and school communities in a single access and co-ordination point into the Government. The Director will be responsible for managing the program that co-ordinates and works with parents, schools, the community, and service providers. Important to the continued success of the program is developing services to better meet the needs of customers.

Remuneration: The position attracts a remuneration package ranging from \$207,488 - \$216,372, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$161,528.

Contract: The successful applicant will be engaged under a performance based contract for up to five years.

Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: Applicants should submit a CV and address the Executive Capabilities and Job Specific Criteria to [jobs@act.gov.au](mailto:jobs@act.gov.au). Contact details for two referees should also be provided.

Contact Officer: Michelle Narracott (02) 6207 9187 [michelle.narracott@act.gov.au](mailto:michelle.narracott@act.gov.au)

### **Chief Operating Officer Group**

#### **Communications**

##### **Senior Manager Corporate Communications**

##### **Senior Officer Grade A \$137,415, Canberra (PN: 38408)**

Gazetted: 06 April 2017

Closing Date: 24 April 2017

Details: Transport Canberra and City Services (TCCS) delivers a wide range of services which Canberrans rely on every day. The Communications team supports the TCCS Director-General and provides services to the Directorate across a range of activities. The team is responsible for media and issues management, marketing campaigns, communication strategies, publication approvals, community engagement strategies, customer research and internal communication strategies. The successful applicant will work with the Director of Communications and the Senior Manager of Corporate Communications with a high degree of independence. The successful applicant will lead and manage the activities and staff of the Communications team, this includes development and continuous improvement of the communications, marketing and engagement strategies for the Directorate, internal communications, advertising and digital communication; provide effective leadership in managing the activities and staff of the Communications Team; guide staff in delivering the communication, marketing and engagement strategies and lead communications capability and capacity within the directorate; manage and monitor the use and promotion of TCCS branding, internal communications, publications (including the annual report) and advertising; participate in an on-call roster for after hour's media issues; develop, implement and evaluate an overarching corporate communication strategy that sits within the overall Communications and Marketing strategy and communicate this strategy effectively with key stakeholders. 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: A degree or diploma in communications, public relations, project management or related discipline and/or demonstrated experience of at least eight years in a media, communications, public relations, newspaper, television or public affairs environment is essential. A current driver's licence is also required.

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

Contact Officer: Samantha Stebbings (02) 6207 9024 [samantha.stebbing@act.gov.au](mailto:samantha.stebbing@act.gov.au)

### **ACT NOWaste**

#### **Business Strategy, Support and Education**

##### **Business Support**

**Finance and Business Systems Officer**

**Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 00695)**

Gazetted: 12 April 2017

Closing Date: 25 April 2017

Details: The Business Strategy, Support and Education Team is seeking to recruit a financially savvy officer to work within its busy operational team. The Finance and Business Systems Officer works within a small team and reports to the Manager, Business Analytics. The role is responsible for managing the financial accounting, reporting and administrative services of ACT NOWaste business. The position requires attention to detail, excellent communication and organisational skills (oral, written, interpersonal and negotiation) and a focus on continuous improvement, aiming for best practice in the execution of the duties. To be competitive in the role applicants should demonstrate well-developed skills and capabilities in managing routine and ad-hoc audits and reconciliation activities, and high level competency to effectively interrogate and interpret financial management information systems and data.

Eligibility/Other Requirements: A qualification in a relevant field and/or experience with Oracle financial information system or similar is highly desirable. Experience in Microsoft Office suite of programs, including Microsoft Word and Excel is essential. A minimum 12 months experience in a similar role will be viewed favourably. The successful applicant must be a Permanent Resident of Australia or an Australian Citizen.

Note: Applicants should prepare a two-page pitch responding to the selection criteria.

Contact Officer: Petra Crowe (02) 6205 3817 [petra.crowe@act.gov.au](mailto:petra.crowe@act.gov.au)

**ACT NOWaste**

**Business Strategy, Support and Education**

**Business Support**

**Finance and Administration Officer**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 36296)**

Gazetted: 10 April 2017

Closing Date: 24 April 2017

Details: The Business Strategy, Support and Education Team is seeking a dynamic, customer focused finance and administration whiz that is proficient in a range of IT applications. Do you enjoy working within a fast paced team environment, are your talents well aligned with transactional activities, do you have an eye for detail and a flare for finding better ways to deliver optimal services, and most of all, do you like dealing with people? The Finance and Administration Officer provides general office and financial administration support to ACT NOWaste, manages accounts receivable and payable and prepares monthly account statements, responds to customer enquiries and assists with updating standard operating procedures.

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

Note: Applicants should include a two page pitch responding to the Selection Criteria along with a current curriculum vitae.

Contact Officer: Petra Crowe (02) 6205 3817 [petra.crowe@act.gov.au](mailto:petra.crowe@act.gov.au)

## APPOINTMENTS

### Chief Minister, Treasury and Economic Development

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

Lana Smith 853-55280, Section 68(1), 13 April 2017

### Community Services

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

Ashlea Fitton 846-96382, Section 68(1), 9 April 2017

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

Fabia Hunter 844-84988, Section 68(1), 5 April 2017

### Education

#### **School Assistant 2 \$45,058 - \$49,757**

Anthony Brian Burgess 843-498233, Section 68(1), 6 April 2017

#### **School Assistant 2 \$45,058 - \$49,757**

Chelsea Nicole Parker 835-40415, Section 68(1), 11 April 2017

### Health

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

Sharmin Boovanasan 853-55838, Section 68(1), 4 April 2017

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

Marrienne Collufio 853-55846, Section 68(1), 24 April 2017

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

Philippa Kirkpatrick 853-50981, Section 68(1), 27 March 2017

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

Deborah Lines 846-98732, Section 68(1), 28 April 2017

#### **Assistant in Nursing \$48,888 - \$50,543**

Doreen Mallia 831-23152, Section 68(1), 13 April 2017

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

Ewen McPherson 848-84519, Section 68(1), 13 April 2017

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

Rowan Nelson-Clark 834-52212, Section 68(1), 31 March 2017

**Assistant in Nursing \$48,888 - \$50,543**

Beryl Perry 848-84199, Section 68(1), 12 April 2017

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

Stevi Polosak 853-54966, Section 68(1), 24 April 2017

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

Lynn Spratt 853-55168, Section 68(1), 15 May 2017

**Justice and Community Safety**

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

Kate Bills 846-86571, Section 68(1), 6 April 2017

**Transport Canberra and City Services**

**Bus Operator - Training \$66,212**

Crystal Corbin 853-55109, Section 68(1), 7 April 2017

**Bus Operator - Training \$66,212**

Vanessa Launder 853-55096, Section 68(1), 7 April 2017

**Bus Operator - Training \$66,212**

Tonya O'Brien 853-55061, Section 68(1), 7 April 2017

**Bus Operator - Training \$66,212**

Jodie Woodbridge 853-55088, Section 68(1), 7 April 2017

**PROMOTIONS**

**Chief Minister, Treasury and Economic Development**

**Sales, Marketing and Property Management**

**ACT Property Group**

**Projects and Maintenance**

**Michael Arioli: 775-24136**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 36766) (Gazetted 3 March 2017)

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.

**Access Canberra**

**Projects, Governance and Support**

**Access Canberra Support**

**Sharon Anne Christie: 827-60678**



From: Administrative Services Officer Class 3 \$60,039 - \$64,616  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 4 \$66,656 - \$72,175  
Chief Minister, Treasury and Economic Development, Canberra (PN. 14691) (Gazetted 3 February 2017)

**Shared Services**

**Strategic Finance**

**Financial Services**

**Steven Gallace: 836-0315**

From: Administrative Services Officer Class 5 \$74,081 - \$78,415  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 6 \$79,824 - \$91,356  
Chief Minister, Treasury and Economic Development, Canberra (PN. 14769) (Gazetted 1 March 2017)

**Sales, Marketing and Property Management**

**ACT Property Group**

**Projects and Maintenance**

**Marc Hirzel: 256-5343**

From: General Service Officer Level 5/6 \$52,198 - \$57,445  
Chief Minister, Treasury and Economic Development  
To: †General Service Officer Level 7 \$59,230 - \$62,549  
Chief Minister, Treasury and Economic Development, Canberra (PN. 36767) (Gazetted 3 March 2017)  
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.

**Community Services**

**Children and Youth Protection Services**

**Children and Youth Protection Services**

**Bimberi Residential Services**

**Gregory Michael Ashford: 827-33696**

From: Youth Worker 1/2 \$60,039 - \$72,175  
Community Services  
To: Administrative Services Officer Class 5 \$74,081 - \$78,415  
Community Services, Canberra (PN. 22932) (Gazetted 5 October 2016)

**Corporate Services**

**People Management**

**Workforce Development**

**Leanne Green: 740-89714**

From: Disability Support Officer Level 1 \$50,142 - \$52,060  
Community Services  
To: Administrative Services Officer Class 5 \$74,081 - \$78,415  
Community Services, Canberra (PN. 37975) (Gazetted 13 December 2016)

**Children and Youth Protection Services**

**Children and Youth Protection Services**

**Bimberi Residential Services**

**Ashley Michael Payne: 844-74931**

From: Youth Worker 1/2 \$60,039 - \$72,175

Community Services

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

Community Services, Canberra (PN. 20861) (Gazetted 5 October 2017)

**Housing and Community Services**

**ACT Asset Management Service**

**Policy and Participation**

**Carney Stephanie: 846-87371**

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

Community Services

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

Community Services, Canberra (PN. 38016)

This promotion to a non-advertised position is made under the Administrative and Related Classifications Enterprise Agreement 2013-2017 Section C6 (e)

**Strategy, Participation and Early Intervention**

**Service Design, Policy and Accountability**

**Performance and Accountability**

**Melanie Thompson: 740-97212**

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

Community Services

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

Community Services, Canberra (PN. 19568) (Gazetted 10 March 2017)

**Education**

**Office for Schools**

**Tuggeranong Network**

**Calwell Primary School**

**Elizabeth Baker-Matter son: 711-05379**

From: \$112,381

Education

To: †School Leader B \$130,851

Education, Canberra (PN. 04104) (Gazetted 14 March 2017)

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.

**Environment, Planning and Sustainable Development**

**Environment**

**ACT Parks and Conservation Service**

**Stuart Jeffress: 778-11020**

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

Environment, Planning and Sustainable Development

To: †Senior Professional Officer Grade A \$137,415

Environment, Planning and Sustainable Development, Canberra (PN. 38057) (Gazetted 4 January 2017)

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.

## **Health**

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

#### **Olivia Laslett: 840-50100**

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

Health

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

Health, Canberra (PN. 25525) (Gazetted 2 March 2017)

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

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

#### **Phillipa Matthews: 833-47041**

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

Justice and Community Safety

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

Health, Canberra (PN. 23960) (Gazetted 9 February 2017)

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

#### **Critical Care**

#### **Emma McDonald: 820-85449**

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

Health

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

Health, Canberra (PN. 27030) (Gazetted 2 March 2017)

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

#### **Medicine**

#### **Acute Support Service**

#### **Tayne Ryall: 780-57269**

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

Health

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

Health, Canberra (PN. 13324) (Gazetted 2 February 2017)

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

#### **Rosemary Winter: 741-04283**

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

Health

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

Health, Canberra (PN. 23844) (Gazetted 2 March 2017)

**Justice and Community Safety**

**Director of Public Prosecutions**

**Sofia Janackovic: 844-02903**

From: Prosecutor Grade 1 \$71,319 - \$80,891

Director of Public Prosecutions

To: †Prosecutor Grade 2 \$91,625 - \$111,487

Justice and Community Safety, Canberra (PN. 43758) (Gazetted 13 May 2016)

**Director of Public Prosecutions**

**Samuel McLaughlin: 827-50787**

From: Prosecutor Grade 2 \$91,625 - \$111,487

Director of Public Prosecutions

To: †Prosecutor Grade 3 \$116,342 - \$128,649

Justice and Community Safety, Canberra (PN. 17832) (Gazetted 13 May 2017)

**Legislation, Policy and Programs**

**Road Safety and Transport Regulation**

**Road Safety Policy**

**Naveen Wijemanne: 817-52545**

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 03234) (Gazetted 24 November 2016)

**Transport Canberra and City Services**

**City Services**

**Roads ACT**

**Road Maintenance**

**Jennifer Gilles: 782-06009**

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

Transport Canberra and City Services

To: †Infrastructure Manager/Specialist 3 \$174,951

Transport Canberra and City Services, Canberra (PN. 29545) (Gazetted 3 February 2017)

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.

**CORRIGENDA**

**Transport Canberra and City Services**

Bus Operator - Training \$66,211

Gurtej Singh: 848-79509, Section 68(1), 13/04/2017

Note: Correction to the AGS number originally published in the gazette of 06/10/2016.