



ACT Government Gazette

Gazetted Notices for the week beginning 09 June 2016

VACANCIES

ACT Audit Office

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

Financial Audit

Senior Audit Manager, Financial Audit

Senior Audit Manager \$114,991 - \$133,383, Canberra (PN: 16027)

Gazetted: 15 June 2016

Closing Date: 29 June 2016

Details: The ACT Auditor-General is an independent Officer of the Legislative Assembly. The Audit Office supports the Auditor-General in carrying out the functions of the Audit Office, with a view to promoting public accountability in the public administration of the Australian Capital Territory. To achieve this, the Audit Office undertakes a range of activities, which include conducting financial statement and performance audits and considering public interest disclosures received under the *Public Interest Disclosure Act 2012*. The Audit Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Audit Office supports staff by providing learning and development opportunities. The Audit Office is seeking a person with the highest level of personal integrity and excellent accounting, audit, information technology, investigatory, communication and interpersonal skills. The Senior Audit Manager is a leadership position in the Audit Office and the person should have a strong record in project management and demonstrated capacity to lead and manage audit teams consisting of auditors, contractors and consultants to complete a major portfolio of audits of financial statements. The Senior Audit Manager should also have an awareness, understanding and commitment to the values of the Audit Office, diversity of culture in the workplace and workplace health and safety principles. This position is classified at the ACT Audit Office Band 2 level. New staff will be offered a salary of between \$114,991 to \$133,383, plus employer superannuation contributions and other conditions of service. Assessment of applicants for the role may include a review of written applications, consideration of referee comments and one or more interviews. The Audit Office anticipates conducting the assessment of applicants for the role in July 2016.

Eligibility/Other Requirements: Relevant tertiary professional Accounting, Audit and Information Technology qualifications are highly desirable. Completion of relevant professional post-graduate qualifications is also highly desirable. These include Accounting and Audit qualifications provided by CPA Australia (CPA) and Institute of Chartered Accountants in Australia (CA) and/or the Certified Systems Information Auditor (CISA) qualification provided by ISACA (formerly known as the Information Systems Audit and Control Association). All applicants must be fluent in English. The position is a Designated Security Assessed Position/Position of Trust. The successful candidate will therefore need to have a Baseline security clearance and undergo a security clearance process, managed by the Australian Government Security Vetting Agency. If a security clearance is not able to be obtained, then employment will be terminated.

Contact Officer: Bernard Sheville, Director, Financial Audit (02) 6207 0821 bernie.sheville@act.gov.au

Calvary Health Care ACT (Public)

Nursing

Ward 4 East

Registered Nurse

Registered Nurse Level 1 Year 1 - Year 8 \$61,683 - \$82,398, Canberra (PN: TBA)

Gazetted: 15 June 2016

Closing Date: 12 July 2016

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

Eligibility/Other Requirements: AHPRA Registration.

Contact Officer: Lucy Liu (02) 6201 6368 lucy.liu@calvary-act.com.au Applications can be forwarded to:

<https://calvary.mercury.com.au>

Hospital in the Home

Enrolled Nurse

Enrolled Nurse Level 1 Year 1 \$55,944, Canberra (PN: TBA)

Gazetted: 15 June 2016

Closing Date: 5 July 2016

Details: Full position details can be seen on Calvary Public Hospital Bruce's website,

<https://calvary.mercury.com.au>

Eligibility/Other Requirements: AHPRA Registration.

Contact Officer: Vicki Kelly (02) 6201 6676 vicki.kelly@calvary-act.com.au Applications can be forwarded to:

<https://calvary.mercury.com.au>

Social Work and Psychology

Psychologist

Health Professional Level 3 Year 1 - Year 3 \$84,697 - \$89,244, Canberra (PN: TBA)

Gazetted: 15 June 2016

Closing Date: 28 June 2016

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

Eligibility/Other Requirements: AHPRA Registration.

Contact Officer: Michelle Greene (02) 6201 6314 michelle.greene@calvary-act.com.au Applications can be

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

Human Resources

Workplace Health and Safety

Workplace Health and Safety Advisor

Administrative Services Officer Level 5 Year 1 - Year 3 \$71,907 - \$76,114, Canberra (PN: TBA)

Gazetted: 15 June 2016

Closing Date: 8 July 2016

Details: Full position details can be seen on Calvary Public Hospital Bruce's website,

<https://calvary.mercury.com.au>

Contact Officer: Brea Richardson (02) 6201 6750 brea.richardson@calvary-act.com.au Applications can be

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

Executive / Team Assistant

ASO5.1 - ASO5.3 \$71,907 - \$76,114, Canberra (PN: TBA)

Gazetted: 15 June 2016

Closing Date: 21 June 2016

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

Contact Officer: Adele Chadwick (02) 6201 7239 adele.chadwick@calvary-act.com.au Applications can be

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

Emergency Department

Clinical Nurse Consultant

Registered Nurse Level 3 Grade 2 \$111,021, Canberra (PN: TBA)

Gazetted: 15 June 2016

Closing Date: 5 July 2016

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

Eligibility/Other Requirements: AHPRA Registration.

Contact Officer: Matt Luther (02) 6201 6111 matt.luther@calvary-act.com.au Applications can be forwarded to:
<https://calvary.mercury.com.au>

Palliative Care

Clare Holland House

Registered Nurse Palliative Care

Registered Nurse Level 2 Year 2 \$87,371.00 (pro rata), Canberra (PN: TBA)

Gazetted: 15 June 2016

Closing Date: 22 June 2016

Details: Full position details can be seen on Calvary Public Hospital Bruce's website,

<https://calvary.mercury.com.au>

Eligibility/Other Requirements: AHPRA Registration.

Contact Officer: Lynne O'Callaghan (02) 6264 7300 Lynne.O'Callaghan@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Emergency Department

Clinical Development Nurse

Registered Nurse Level 2 Year 1 \$85,659.00 (pro rata), Canberra (PN: TBA)

Gazetted: 15 June 2016

Closing Date: 29 June 2016

Details: Full position details can be seen on Calvary Public Hospital Bruce's website,

<https://calvary.mercury.com.au>

Eligibility/Other Requirements: AHPRA Registration.

Contact Officer: Matthew Luther (02) 6201 6111 matt.luther@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Stroke Service

Stroke Service

Neurology Consultant

Specialist Band 1 - Senior Staff Specialist \$159,644 - \$215,686 (pro-rata), Canberra (PN: TBA)

Gazetted: 15 June 2016

Closing Date: 30 June 2016

Details: Full position details can be seen on Calvary Public Hospital Bruce's website,

<https://calvary.mercury.com.au>

Eligibility/Other Requirements: AHPRA Registration, Fellowship.

Contact Officer: Gaylene Findlay (02) 6264 7129 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

CIT Trade Skills and Vocational Learning

CIT Culinary

Casual Teacher

Teacher Level 1 \$55.22 per hour non-teaching, \$87.44 per hour teaching, Canberra (PN: CIT Various)

Gazetted: 15 June 2016

Closing Date: 13 July 2016

Details: CIT Culinary provides quality VET training programs in Commercial Cookery, Patisserie, Retail Baking and Retail Butchery. The programs range from Certificate II to Diploma level. Training is delivered in a range of modes

including in the workplace, at CIT in specialised training kitchens, online or a blend of all modes. The student cohort includes Australian Apprentices, International students, Standard and commercial clients. CIT Culinary currently have an opportunity within the department for qualified and experienced Retail Butchery and Commercial Cookery Teachers who can deliver the skills and knowledge that align with current Certificate III training packages. The role is responsible for providing excellence in education and training to a diverse range of students through the provision and application of; compliant student administration, innovative delivery and assessment practice; program coordinator support; Industry networking and ongoing personal development. CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: TAE40110 (Cert IV Training and Assessment). Relevant vocational qualifications along with industry currency. Experience delivering and assessing training. Strong digital literacy skills. Evidence of ongoing professional development.

Note: There are temporary and casual employment opportunities available from 18 July 2016 to 16 December 2016.

How to Apply: Applicants will need to visit <http://cit.edu.au/about/employment> - Jobs at CIT webpage, and follow the instructions to apply for the Temporary/Casual Employment Register (Teaching).

Contact Officer: Anthony Mudge (02) 6207 3228 tony.mudge@cit.edu.au

Capital Metro

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

Governance and Communications

Communications and Stakeholder Engagement

Director, Corporate Communication, Media and Public Relations

Executive Level 1.1 \$186,178 - \$194,751 depending on current superannuation arrangements, Canberra (PN: E733)

Gazetted: 10 June 2016

Closing Date: 24 June 2016

Details: Transport Canberra and City Services (TCCS) will commence as a new ACT Government Directorate from 1 July 2016. TCCS is seeking expressions to fill an expected short term vacancy as the Director Corporate Communication, Media and Public Relations.

This Senior Executive position leads the communications team, and includes the provision of high quality and responsive public information and media about the services delivered by TCCS.

The Director role operates in an environment of openness and transparency, maximising the use of all communication channels, including the active take up of digital and social media opportunities. The position works collaboratively with the Minister's office, TCCS executive, and peers across the ACT Government to proactively plan activities and messaging that represent the best positioning for the government.

The successful applicant requires exceptional leadership and stakeholder engagement skills and involves media exposure.

Remuneration: The position attracts a remuneration package ranging from \$186,178 - \$194,751, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$142,889. ACTPS Executive salaries will increase by 2.5% effective 1 July 2016.

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

Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

How to Apply: Applicants should submit a CV and no more than two pages addressing the Executive Capabilities and Job Specific Criteria. Contact details for two referees should be provided.

Contact Officer: Cherie Hughes (02) 6207 5819 cherie.hughes@act.gov.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

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

Infrastructure Officer 3 \$97,740 - \$107,293, Canberra (PN: 37118, several)

Gazetted: 10 June 2016

Closing Date: 17 June 2016

Details: The Public Housing Renewal Taskforce is looking for several Project Managers to be part of the Capital Delivery team. This team is responsible for delivering construction and purchasing of homes for public housing as part of the high profile public housing renewal program. Candidates are required to have experience in residential construction, particularly public housing, and demonstrate their knowledge of ACT Government procurement, contract management and records management systems. Successful candidates are expected to demonstrate high level representation skills and be able to build productive stakeholder relationships. Candidates will be expected to work independently under limited direction and also work as part of a team.

Eligibility/Other Requirements: Hold a relevant professional qualification or accreditation with a professional body recognised within Australia; or hold a relevant building degree; or have significant building or Infrastructure knowledge and/or project management experience. Current driver's licence is required. A General Construction Induction Card (White Card) is desirable.

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

Contact Officer: Lea Durie (02) 6205 0477 lea.durie@act.gov.au

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

Infrastructure Officer 2 \$77,574 - \$89,249, Canberra (PN: 37117)

Gazetted: 10 June 2016

Closing Date: 17 June 2016

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, be able to demonstrate their understanding of ACT 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: Hold a relevant professional qualification or accreditation with a professional body recognised within Australia; or hold a relevant building degree; or have significant building or Infrastructure knowledge and/or project management experience. Current driver's licence is required. A General Construction Induction Card (White Card) is desirable.

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

Contact Officer: Lea Durie (02) 6205 0477 lea.durie@act.gov.au

**Enterprise Canberra
Active Canberra
Executive
Business Manager**

Administrative Services Officer Class 6/Senior Officer Grade C \$77,482 - \$104,967, Canberra (PN: 36047)

Gazetted: 10 June 2016

Closing Date: 17 June 2016

Details: Active Canberra is seeking a highly motivated and organised officer to undertake the temporary role of Business Manager with the Executive Section of the Branch. Key duties include the coordination of financial management operations of the Branch and working with senior management in the development of budget strategies; advising senior officers in relation to financial, staffing and administration matters; coordinating human resource functions relating to recruitment and personnel issues; managing the daily operation of the Executive team, including staff performance and undertaking business analysis and complex reporting.

Note: This is a temporary position available from July 2016 to 31 March 2017. This position will be filled at either the Administrative Service Officer 6 or Senior Officer Grade C classification dependant on the skills and experience of the successful applicant.

Contact Officer: Rebecca Kelley (02) 6207 4389 rebecca.kelley@act.gov.au

Shared Services

Technology Services

Service Assurance

Refresh Technical Officer

Information Technology Officer Class 2 \$77,482 - \$88,676, Canberra (PN: 13248)

Gazetted: 09 June 2016

Closing Date: 16 June 2016

Details: Provide technical expertise and support for the complete refresh process of ICT assets for all ACT Government agencies, in particular those agencies that do not have an embedded ICT asset co-ordinator or refresh officer. This will involve the installation of hardware, software and the deployment of applications as well as providing technical leadership.

Contact Officer: Sandra O'Rourke (02) 6207 7924 sandra.O'Rourke@act.gov.au

Access Canberra

Road Transport Regulation

Vehicle Safety Standards

Technical Officer

Technical Officer Level 3 \$67,119 - \$75,852, Canberra (PN: 00900)

Gazetted: 14 June 2016

Closing Date: 21 June 2016

Details: Under the general direction of the Manager Operations the successful applicant may be required to perform any of the required duties of the Technical Officer Team. The duties include: Provide technical information to engineers, members of the Authorised Examiner Scheme and the public; Create type approval numbers (TAN's) and Green Vehicle Ratings (GVR's) for the new vehicle registration scheme; Assess complaints about vehicle compliance and recall vehicles for inspection; Manage the On Road Inspection team and assist with management of the Inspection Station; Conduct trade plate audits and assist with trade plate renewals; Manage the Vehicle Identity Unit and inspect vehicles to establish their correct identity; ensure that vehicles have been repaired with legitimate parts and to industry standards; Maintain records in accordance with the *Territory Records Act 2002*. This position does involve direct supervision of personnel.

Eligibility/Other Requirements: Minimum Automotive Trades (Mechanic) Certificate 3 or equivalent. Good applied understanding of Vehicle Safety Standards and vehicle registration requirements.

Notes: This is a temporary position for a period of six months with the possibility of extension. Position available for an experienced technical officer working in the Vehicle Inspection and Technical unit of the ACT RTA.

Contact Officer: Peter Hunter (02) 6205 3597 peter.hunter@act.gov.au

Arts, Business, Events, Sport and Tourism

Venues Canberra

Event Sales Officer – Exhibition Park in Canberra

Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 31485)

Gazetted: 15 June 2016

Closing Date: 24 June 2016

Details: A vibrant Government Agency is seeking a passionate, proactive Event Sales Officer to provide support to the Business development team. Your new role reporting to the Business Development Senior Manager, the Event Sales Officer for Exhibition Park in Canberra (EPIC) is often the first point of contact for new business enquiries. The Event Sales Officer will be responsible for meeting a monthly sales target by responding to all in-coming enquiries to EPIC. This will include the preparation of quotes, meeting clients, converting sales and assisting with the co-ordination of all details relating to event sales. This position is office-based but upon the direction of the Business Development Senior Manager may involve on-site visits with clients, and some meetings off-site. What you'll need to succeed A minimum of three years sales experience plus exceptional organisational skills with a 'can-do' attitude, will ensure you are successful in this role.

Eligibility/Other Requirements: A minimum of three years sales experience.

Contact Officer: Helen Taylor (02) 6205 4915 helen.taylor@act.gov.au

Arts, Business, Events, Sport and Tourism

Venues Canberra

Event Sales Officer – GIO Stadium

Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 35320)

Gazetted: 15 June 2016

Closing Date: 24 June 2016

Details: A vibrant Government Agency is seeking a passionate, proactive Sales Officer to provide support to the Business development team. Your new role reporting to the Business Development Senior Manager, the Event Sales Officer for GIO Stadium is often the first point of contact for new business enquiries. The Event Sales Officer will be responsible for meeting a monthly sales target by responding to all in-coming enquiries to the Stadium. This will include the preparation of quotes, meeting clients, converting sales and assisting with the coordination of all details relating to events, membership and sponsorship. The Events Sales Officer will also assist the Sponsorship and Membership Coordinator with the coordination of all major and minor events. This position is office-based but upon the direction of the Business Development Senior Manager, may involve on-site visits with clients, and some meetings off-site. What you'll need to succeed, a minimum of three years sales experience plus exceptional organisational skills with a 'can-do' attitude will ensure you are successful in this role.

Eligibility/Other Requirements: A minimum of three years sales experience.

Contact Officer: Helen Taylor (02) 6205 4915 helen.taylor@act.gov.au

Corporate

Corporate Management

Information Management and Business Support

Ministerial Officer

Administrative Services Officer Class 3 \$58,278 - \$62,720, Canberra (PN: 35312)

Gazetted: 09 June 2016

Closing Date: 23 June 2016

Details: Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking a highly motivated and organised individual to fill the role of Ministerial Officer. The role is responsible for coordination, tracking and monitoring of incoming and outgoing ministerial correspondence and briefs including data entry in HP Records Manager (TRIM), final quality assurance checks and printing and packaging ministerial responses. The successful individual will have a strong knowledge of government ministerial processes and an ability to develop good working relationships.

Contact Officer: Tracey Henry (02) 6207 3764 tracey.henry@act.gov.au

Enterprise Canberra

Cultural Canberra

artsACT

Senior Manager artsACT

Senior Officer Grade A \$133,383, Canberra (PN: 36383)

Gazetted: 14 June 2016

Closing Date: 28 June 2016

Details: Applications are sought from experienced candidates for the position of Senior Manager, artsACT. This is a key position in Cultural Canberra, which works collaboratively with the Director and across the ACT Government on arts and culture issues, with particular responsibility for managing and overseeing the strategic, program, policy development and infrastructure activities of artsACT. This position requires an agile, creative and quick thinking senior manager, who is able to balance competing tasks, priorities and obligations. Experience in the arts, government policy development, program delivery and infrastructure management would be a distinct advantage. Contact Officer: Adam Stankevicius (02) 6207 2384 sarah.sledge@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**

Office for Children, Youth and Family Support Child and Youth Protection Services

Practice

Therapeutic Assessor

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 00501, several)

Gazetted: 14 June 2016

Closing Date: 28 June 2016

Details: The Health Professional Level 3 Therapeutic Assessor role is focussed on undertaking appropriate developmental and therapeutic assessments. Therapeutic Assessors will contribute to the work of the Out of Home Care Taskforce by: actively participating in developing and refining the service model; participating in an evaluation of the new framework; supporting the Team Leader in the collection of data or research pertaining to the project; and generally contributing to the program development.

Eligibility/Other Requirements: Essential qualifications and experience: Relevant tertiary qualifications e.g. in Social Work, Psychology or allied health (Speech Pathologist, Occupational Therapist). At least five years practice experience working with children, young people and their carers or families. Current driver's licence.

Notes: 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 Selection may be made based on application and referee reports only. An order of merit will be established from this process that may be used to fill permanent and temporary positions at level for the next 12 months.

Contact Officer: Stephane Breton (02) 6205 5332 cypsrecruitment@act.gov.au

Environment and Planning

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

Strategic Planning

Transport

Policy Officer

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 34846)

Gazetted: 14 June 2016

Closing Date: 1 July 2016

Details: The Environment and Planning Directorate is seeking a highly motivated Policy Officer for a position in the Transport Branch of the Strategic Planning Division. This position will contribute to key government projects, policy development and planning. Candidates should have experience in contributing to projects and policy development

as part of a team; demonstrated analytical, research and problem solving skills and the ability to exercise sound judgement; and a demonstrated ability to communicate effectively and represent the directorate.

Eligibility/Other Requirements: Tertiary qualifications in Urban Planning, Transport Planning, Geography, Social Sciences, Economics or another relevant professional area would be highly desirable.

Contact Officer: Suzanne Jurcevic (02) 6207 3317 suzanne.jurcevic@act.gov.au

Sustainability and Climate Change

Energy Efficiency Improvement Scheme

Energy Efficiency Audit and Compliance Analyst

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 34728)

Gazetted: 15 June 2016

Closing Date: 1 July 2016

Details: The Environment and Planning Directorate requires an organised, experienced Analyst to assist with the auditing of the Energy Efficiency Improvement Scheme. The Energy Efficiency Audit and Compliance Analyst will inspect energy saving activities, such as space heating, hot water and commercial lighting, in accordance with codes of practice, risk assessments, product registers, auditing, compliance and reporting requirements. The applicant should have experience in the implementation and auditing of energy efficiency activities, legislation or technical regulations of a similar nature to those covering the building and construction industry.

Eligibility/Other Requirements: A current driver's licence is essential. An Electrical, Plumbing or Gas Fitting licence would be highly regarded. Relevant qualifications in Electrical Engineering, Auditing, Economics, Accounting, Building or the construction industry would be highly regarded. Some weekend and after hours work may be required.

Note: This is a temporary position available until 30 June 2018 with a possibility of extension to 2021 pending budget outcomes. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: Su Wild-River (02) 6207 1191 su.wild-river@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>

Innovation and Change

Health Service Innovation

Director, Innovation Access

Executive Level 1.3 \$218,514 - \$228,851 depending on current superannuation arrangements, Canberra (PN: E860)

Gazetted: 15 June 2016

Closing Date: 29 June 2016

Details: The Director-General is seeking a Senior Executive to fill the role of Innovation Partner – Access. 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.

To provide whole system strategic leadership in the delivery of the innovation agenda, working closely with responsible Deputy Director-Generals, their Executives and service leaders to facilitate the delivery of improved services that ensures a financially sustainable and quality focussed health system for the ACT and surrounding region.

The role has authority to drive the Cabinet endorsed reform agenda, in partnership with service areas. Setting, aligning and correcting the activity to focus the delivery of outcomes and realisation of benefits are critical. The Innovation Partner will have an allocated portfolio of reform projects from the endorsed Program.

At an operational level, the Innovation Partner is responsible for business case development, implementing new models, aligning project resources, negotiating and agreeing resource requirements and allocations for resource, and for reporting and tracking success. Leading and managing teams, working successfully within complex systems and articulating insight to inform change are all key components of the role.

All enquiries regarding this position should be directed to Ms Elizabeth Webster, Executive Officer to the Director-General, ACT Health.

Remuneration: The position attracts a remuneration package ranging from \$218,514 - \$228,851, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$172,285. ACTPS Executive salaries will increase by 2.5% effective 1 July 2016.

Contract: The successful applicant will be engaged under a performance based contract for up to two years. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

How to Apply: Applicants must address the ACT Public Service Executive Capabilities. It is recommended that your application is presented in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them. Your application must also include contact details of at least two referees and current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Elizabeth Webster (02) 6207 2111 elizabeth.webster@act.gov.au

Innovation and Change

Health Service Innovation

Director Innovation – Strategic Partners, Infrastructure, Business and Digital

Executive Level 1.3 \$218,514 - \$228,851 depending on current superannuation arrangements, Canberra (PN: E861)

Gazetted: 15 June 2016

Closing Date: 29 June 2016

Details: The Director-General is seeking a Senior Executive to fill the role of Innovation Partner – Strategic Partners, Infrastructure, Business and Digital.

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.

To provide whole system strategic leadership in the delivery of the innovation agenda, working closely with responsible Deputy Director-Generals, their Executives and service leaders to facilitate the delivery of improved services that ensures a financially sustainable and quality focussed health system for the ACT and surrounding region.

The role has authority to drive the Cabinet endorsed reform agenda, in partnership with service areas. Setting, aligning and correcting the activity to focus the delivery of outcomes and realisation of benefits are critical. The Innovation Partner will have an allocated portfolio of reform projects from the endorsed Program.

At an operational level, the Innovation Partner is responsible for business case development, implementing new models, aligning project resources, negotiating and agreeing resource requirements and allocations for resource, and for reporting and tracking success. Leading and managing teams, working successfully within complex systems and articulating insight to inform change are all key components of the role.

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Applications should be sent to the contact officer.

Contact Officer: Elizabeth Webster (02) 6207 2111 elizabeth.webster@act.gov.au

Innovation and Change

Health Service Innovation

Director, Finance Performance and Data Innovation

Executive Level 1.3 \$218,514 - \$228,851 depending on current superannuation arrangements, Canberra (PN: E862)

Gazetted: 15 June 2016

Closing Date: 29 June 2016

Details: The Director-General is seeking a Senior Executive to fill the role of Innovation Partner – Finance Performance and Data Innovation.

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 role is to provide whole system strategic leadership in the delivery of the innovation agenda, working closely with responsible Deputy Director-Generals, their Executives and service leaders to facilitate the delivery of improved services that ensures a financially sustainable and quality focussed health system for the ACT and surrounding region.

The role has authority to drive the Cabinet endorsed reform agenda, in partnership with service areas. Setting, aligning and correcting the activity to focus the delivery of outcomes and realisation of benefits are critical. The Innovation Partner will have an allocated portfolio of reform projects from the endorsed Program.

At an operational level, the Innovation Partner is responsible for business case development, implementing new models, aligning project resources, negotiating and agreeing resource requirements and allocations for resource, and for reporting and tracking success. Leading and managing teams, working successfully within complex systems and articulating insight to inform change are all key components of the role.

All enquiries regarding this position should be directed to Ms Elizabeth Webster, Executive Officer to the Director-General, ACT Health.

Remuneration: The position attracts a remuneration package ranging from \$218,514 - \$228,851, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$172,285. ACTPS Executive salaries will increase by 2.5% effective 1 July 2016.

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

Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

How to Apply: Applicants must address the ACT Public Service Executive Capabilities. It is recommended that your application is presented in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them. Your application must also include contact details of at least two referees and current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Elizabeth Webster (02) 6207 2111 elizabeth.webster@act.gov.au

Innovation and Change

Health Service Innovation

Director, Workforce and Culture Innovation Partner

Executive Level 1.3 \$218,514 - \$228,851 depending on current superannuation arrangements, Canberra (PN: E863)

Gazetted: 15 June 2016

Closing Date: 29 June 2016

Details: The Director-General is seeking a Senior Executive to fill the role of Innovation Partner – Workforce and Culture.

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.

To provide whole system strategic leadership in the delivery of the innovation agenda, working closely with responsible Deputy Director-Generals, their Executives and service leaders to facilitate the delivery of improved services that ensures a financially sustainable and quality focussed health system for the ACT and surrounding region.

The role has authority to drive the Cabinet endorsed reform agenda, in partnership with service areas. Setting, aligning and correcting the activity to focus the delivery of outcomes and realisation of benefits are critical. The Workforce and Culture Partner will have an allocated portfolio of reform projects from the endorsed Program. At an operational level, the Innovation Partner is responsible for business case development, implementing new models, aligning project resources, negotiating and agreeing resource requirements and allocations for resource, and for reporting and tracking success. Leading and managing teams, working successfully within complex systems and articulating insight to inform change are all key components of the role.

All enquiries regarding this position should be directed to Ms Elizabeth Webster, Executive Officer to the Director-General, ACT Health.

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How to Apply: Applicants must address the ACT Public Service Executive Capabilities. It is recommended that your application is presented in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them. Your application must also include contact details of at least two referees and current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Elizabeth Webster (02) 6207 2111 elizabeth.webster@act.gov.au

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

CACHS Medical

Radiation Oncology

Staff Specialist Band 1-5 \$159,644 - \$197,006, Canberra (PN: 28752)

Gazetted: 16 June 2016

Closing Date: 16 June 2016

Overview of the work area and position: As part of the Radiation Oncology team, you will have the opportunity to contribute to high quality clinical service provision while participating in the teaching and quality improvement program within a dynamic multidisciplinary environment. The successful applicant will be required to have excellent clinical and technical skills in radiation oncology. Head and Neck experience would be an advantage and other areas of expertise will be considered based on departmental needs. The Radiation Oncology Department is currently equipped with four Varian Linear Accelerators, BrainLab TPS and ExacTrac, ARIA R&V, two dedicated CT Simulators, SXRT, Pinnacle 3D RTTPS and HDR brachytherapy. There is an established stereotactic brain service and an expanding stereotactic body radiotherapy service. The preferred applicant will be offered a joint appointment in The Australian National University at an academic level commensurate with the applicant's qualifications and experience. No additional remuneration is attached to the University position. The appointee will be responsible to the University on academic matters and to (Canberra Hospital/ACT Health) for (research/clinical) matters.

Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$159,644 - \$197,006 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$261,392 - \$318,194.

Eligibility/Other Requirements: Mandatory: Registered as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian New Zealand College of Radiologists or an equivalent higher specialist qualification. Desirable: High-level communication and interpersonal skills and demonstrated ability to provide leadership and work as a team member in a multidisciplinary environment Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: A/Prof Hany Elsleh (02) 6244 5191 hany.elsleh@act.gov.au

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 2, 6 Bowes Street PHILLIP ACT 2605

Canberra Hospital and Health Services
Cancer, Ambulatory and Community Health Support
Cancer Nursing
Clinical Nurse Consultant
Registered Nurse Level 3.2 \$111,021, Canberra (PN: 22543)

Gazetted: 16 June 2016

Closing Date: 23 June 2016

Details: The Cancer Ambulatory and Community Health Service (CACHS) are seeking a registered nurse who has highly developed interpersonal and leadership skills for the new role of Clinical Nurse Consultant for the Supportive Care Service. The CNC will be responsible for the standards of nursing care, human and financial management of the Nursing Palliative Care Team, Cancer Nurse Care Coordinators (Cancer Specialist Nurses), CRCC Level 2 Nursing Outpatients Team and the Chemotherapy Clinical Development Nurse. The successful applicant must demonstrate high level management, communication, and leadership skills, together with a broad knowledge of oncological/ haematological malignancy and treatment pathways.

Eligibility/Other Requirements: Registered or eligible for 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.

Notes: To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application.

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.

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

ACT Health is a smoke free environment, across all buildings, grounds and vehicles.

ACT Government employees enjoy excellent employment conditions. More Information is available <http://health.act.gov.au/employment/enterprise-agreements/>.

ACT Health also offers attractive salary packaging arrangements. Many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9,095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the Contact Officer to confirm the position's eligibility for these benefits.

Reimbursement of many relocation costs is available if you are successful and move to Canberra.

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

Contact Officer: Julie O'Rourke (02) 6174 8557 or 0412501716 julie.o'rourke@act.gov.au

Canberra Hospital and Health Services
Cancer, Ambulatory and Community Health Support
Community Health Support
Ophthalmology Clinic Coordinator
Registered Nurse Level 3.1 \$98,207 - \$102,249, Canberra (PN: 26159)

Gazetted: 16 June 2016

Closing Date: 1 July 2016

Details: An exciting opportunity exists within the Canberra Hospital and Health Services Ophthalmology Outpatient Service. The Ophthalmology Clinic Coordinator position provides leadership to the clinical and administration support teams within the service. The successful applicant will ensure the delivery of high quality Nursing, Orthoptic and Ophthalmic services, clinic management, human and financial resource management within the Ophthalmology Outpatient Clinic setting.

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

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

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Contact Officer: Karen Faichney (02) 6174 8510

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Program

Registered Nurse

Registered Nurse Level 3.1 \$98,207 - \$102,249, Canberra (PN: 28469)

Gazetted: 16 June 2016

Closing Date: 23 June 2016

Details: We have an exciting opportunity for an experienced Registered Nurse to join the Alcohol and Drug Service (ADS) to act in a leadership role within the Opioid Treatment Service. This role is part of a multidisciplinary team that provides opiate substitution treatment to people in the ACT. The clinic provides treatment and support, and aims to: Improve the health of consumers; Improve the social functioning of the consumers; Reduce harmful opioid and other drug users; Reduce the spread of blood-borne disease; Reduce opioid-related mortality and morbidity; and reduce opioid drug-related criminal activity

The successful applicant will have excellent communication skills and experience in the alcohol and drug related fields. They will also have the ability to provide leadership, direction, support, supervision and education to ADS nurses.

Eligibility/Other Requirements: Mandatory: Approved tertiary qualifications or equivalent in nursing. Current un-conditional registration or eligibility for un-conditional registration as a Registered Nurse with the Nursing and Midwifery Board of Australia. 12 months recent nursing experience in a Alcohol and Drug facility, and sound understanding of Alcohol and Other Drugs. Desirable: Post Graduate Qualification in AOD Nursing or working towards such, and current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application.

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Contact Officer: Sally Billington (02) 6174 7966

Canberra Hospital and Health Services

Women, Youth and Children

Child, Youth and Women Health Program

IMPACT Coordinator

Health Professional Level 4 \$97,514 - \$104,967, Canberra (PN: 12094)

Gazetted: 16 June 2016

Closing Date: 23 June 2016

Details: The IMPACT Program has an opportunity for an appropriately qualified and experienced allied health clinician to join the multidisciplinary IMPACT team. The IMPACT Program works to facilitate service provision and improve outcomes for vulnerable families, who are pregnant or have children less than two years of age, who are clients of Mental Health ACT and/or on Opioid maintenance. This is a leadership role and the successful applicant will have excellent liaison, communication skills and a demonstrated ability to facilitate effective information sharing with government and community agencies/groups.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Tertiary qualifications in Social Work and eligibility for membership of the appropriate professional organization, and must hold a current driver's licence. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Desirable: Post graduate qualifications in a relevant field. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available for a period of 12 months. To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application. 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 offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits. ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>

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

Canberra Hospital and Health Services

Population Health

Health Protection Services

Senior Policy Officer

Health Professional Level 4 \$97,514 - \$104,967, Canberra (PN: 21360)

Gazetted: 16 June 2016

Closing Date: 23 June 2016

Details: Expressions of Interest are invited to fill the position of Senior Policy Officer, Environmental Health Policy and Projects (EHP&P) section, Health Protection Service. The position offers an opportunity to plan and develop high level policy to protect public health in a dynamic and changing environment. The position will suit a health professional with the demonstrated ability to lead the development, review and implementation of policy, legislation and programs at the Territory and national levels in relation to food regulation, tobacco control and general environmental health issues.

Eligibility/Other Requirements: Tertiary qualification – Science degree in a health related field is necessary.

Notes: This is a temporary position available for an immediate start until 30 September 2016 with the possibility of extension. Applicants are requested to provide a brief expression of interest relating to each criterion (no more than two pages in total), a curriculum vitae and contact details of one referee. Selection may be based on application and referee reports only.

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

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

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Contact Officer: Chris Kelly (02) 6205 1701

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Team Leader

Health Professional Level 4 \$97,514 - \$104,967, Canberra (PN: 25956)

Gazetted: 16 June 2016

Closing Date: 23 June 2016

Details: Adult Community Mental Health Teams are contemporary evidence-based services providing high quality community based mental health care that is guided by the principles of Recovery. The services aim to provide collaborative care involving the consumer, their carers and other key services. As Team Leader, you will be responsible for supporting the key strategic directions of the service, promoting change and contributing to service development. In collaboration with medical staff, you will support the provision of evidence-based clinical interventions within standardised clinical processes. You will report against key performance indicators and promote a learning environment for the team premised on utilisation of Learning and Achievement Plans. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Recovery Support Officers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Nursing, Occupational Therapy, Psychology or Social Work with current unconditional AHPRA registration where applicable and/or eligibility for membership of the appropriate professional organisation. Strong understanding of adult community mental health services. Current driver's licence. Prior to commencement the 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.

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

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Contact Officer: Zoe Pope (02) 6207 6864

Canberra Hospital and Health Services

Medicine

Medicine Units

Diabetes in Pregnancy

Registered Nurse Level 2 \$85,659 - \$90,789, Canberra (PN: 25202)

Gazetted: 16 June 2016

Closing Date: 30 June 2016

Details: The ACT Health Diabetes Service is seeking a skilled and motivated diabetes Educator to fill a permanent full time position within our service. The successful applicant will provide high quality care and self management education and support to individuals and patient groups at risk of or affected by diabetes encouraging optimal self management using evidence based practices. Our service, provided by a multidisciplinary team of medical, nursing and allied health staff, is both community and hospital based.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Must hold and maintain a current driver's licence. Holds or is working towards a tertiary or postgraduate qualification in Diabetes Education and ADEA credentialing. Qualification or experience in midwifery is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: Part time applications will not be considered due to operational requirements. This position may be required to participate in on call, and potentially at multiple sites operated by ACT Health.

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

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Contact Officer: Vicki Mahood (02) 6174 7929 or Professor Christopher Nolan (02) 6174 5311

Canberra Hospital and Health Services

Medicine

Acute Support Service

Dietitian

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 15056)

Gazetted: 16 June 2016

Closing Date: 30 June 2016

Details: The Acute Support Nutrition Department is seeking an experienced and enthusiastic, Dietitian to join the team. The Nutrition Department provides high level clinical nutrition services to patients of Canberra Hospital and Health Services, and tertiary level outpatient services to people in the Canberra region. Clinical service areas include medical, surgical, critical care, oncology, rehabilitation, aged care and paediatrics. The successful

applicant/s will be able to demonstrate high level clinical skills across a broad range of clinical areas, and will have a demonstrated ability to show clinical leadership across the continuum of care. An ability to contribute to service development and an ability to work within a multidisciplinary environment is essential. ACT Health Nutrition services have a strong commitment to clinical governance including a supportive clinical supervision framework. In addition there is a strong commitment to teaching and training of dietetic students. An 18 month full-time temporary HP3 Dietitian position is available.

Eligibility/Other Requirements: Eligible to hold APD status with the Dietitians Association of Australia. Current driver's licence.

Note: This is a temporary position available to January 2018 with the possibility of extension. This position may be required to participate in an overtime, on call, and/or rotation roster. Some weekend duty is required. This recruitment process may also be used to select to other permanent and temporary HP3 Dietitian positions which may occur over the next 12 months. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the selection criteria and upload this as part of your application. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits. ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>. Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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Contact Officer: Narelle Luff (02) 6244 2567

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Alcohol and Drug Program

Police and Court Drug Diversion Clinician

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 33455)

Gazetted: 16 June 2016

Closing Date: 30 June 2016

Details: The Alcohol and Drug Service is a multidisciplinary service within the ACT Health providing a range of specialist services for people affected by alcohol and other drug use. The Police and Court Drug Diversion Service, Alcohol and Drug Service is a part of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is a contemporary, evidence based service providing high quality care, guided by principles of harm minimisation. The Alcohol and Drug Service's Police and Court Drug Diversion Service are seeking health professionals to work with clients referred by ACT Policing and ACT Courts for assessment and referral to treatment to address alcohol and drug use and associated issues. These positions support the ACT Government's Alcohol Interlock Scheme for people charged with drink driving offences. The successful applicants will be required to provide assessment and treatment to people entering the scheme. It will involve liaison with services within the Alcohol and Other Drug (AOD) sector, Justice Services and other stakeholders. The Police and Court Drug Diversion Service is a multi skilled team of health professionals and services are provided to the community both within community health centres and custodial environments.

This role is a mandatory qualified position and will require recent demonstrated experience in the provision of comprehensive assessments, health education and counselling to clients. Experience working with clients within the Judicial system is highly desirable. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Previous clinical experience is essential. Preparedness to attain alcohol and other drug competencies as required by the Minimum Qualifications Strategy. Current drivers licence. Mandatory Qualifications.

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:

(i) 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

(ii) 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.

Have current registration issued under the *Working with Vulnerable People Act 2011*.

Desirable:

- Current driver's licence.

Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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Contact Officer: Kate Gardner (02) 6205 8381

Canberra Hospital and Health Services

Medicine

Social Worker

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 29148)

Gazetted: 16 June 2016

Closing Date: 30 June 2016

Details: The ACT Health Diabetes Service is looking for a suitably qualified and experienced social worker to fill this position. The successful applicant will work within a multidisciplinary team providing diabetes social work services across tertiary and primary care centres. The position provides a range of social work services including but not limited to clinical assessments, counselling and therapeutic interventions to individuals and families with complex diabetes needs.

Eligibility/Other requirements: Tertiary qualifications or equivalent in Social Work and eligibility for membership of the Australian Association of Social Work, and must hold a current drivers licence. A minimum of two years post-graduate experience. The successful applicant will be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. 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 a period of 12 months with the possibility of extension. This is a part-time position at 22:03 hours per week. This position may be required to participate in overtime, on call, and/or rotation roster. To register your interest, please submit your response to the Duty Statement and Selection Criteria (see attachment) as well as your Curriculum Vitae and contact phone numbers of two referees (including one recent supervisor) through the ACT Health Employment Portal.

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Contact Officer: Chris Nolan (02) 6174 5311

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Mental Health Services

Clinical Manager

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 31324, several)

Gazetted: 16 June 2016

Closing Date: 23 June 2016

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. 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

Eligibility/Other Requirements: Social Work: Bachelor of Social Work and eligible for membership of the Australian Association of Social Work. Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy and Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA), eligible for professional membership of Occupational Therapy Australia.

Psychology: General Psychology registration with AHPRA. Current driver's licence. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check.

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

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Contact Officer: Nikki O'Dwyer 0434 601 844 nikki.o'dwyer@act.gov.au

Canberra Hospital and Health Services

Executive Director of Medical Services

Office Manager, Anaesthesia

Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 22578)

Gazetted: 16 June 2016

Closing Date: 23 June 2016

Details: 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. Under general direction of the Director of Anaesthesia and Pain Management you will provide efficient, reliable and high quality rostering and support services to senior and junior anaesthetic workforce of Canberra Hospital.

You will work alongside the Personal Assistant to the Director and aligns with the broader administrative team within the Division of Surgery and Oral Health.

Eligibility/Other Requirements: An understanding of medical terminology and theatre processes would be desirable, but not essential. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application.

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Contact Officer: Melanie Applebee (02) 62044 3207

Canberra Hospital and Health Services

Surgery and Oral Health and Imaging

Surgical Administration

Surgery and Oral Health Administration Manager

Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 23605)

Gazetted: 16 June 2016

Closing Date: 23 June 2016

Details: 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. The Administration Manager is responsible for managing the day to day operations of the administrative staff to achieve a high quality, consistent consumer focused administrative support within the Division of Surgery and Oral Health, as well as supporting the Operations Manager – Administration. Under general direction you will play a key role in day-to-day human resource management of staff including assisting with mandatory training, approval of flex and leave and recruitment of staff.

Eligibility/Other Requirements: Working towards or hold a certificate in management, customer service, medical terminology or another relevant field is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

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

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Contact Officer: Melanie Applebee (02) 6244 3207

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Administration

Personal Assistant - Executive Director, Surgery and Oral Health

Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 23668)

Gazetted: 16 June 2016

Closing Date: 23 June 2016

Details: This Personal Assistant role supports the Executive Director of the Division of Surgery and Oral Health, who is responsible for delivering inpatient and outpatients surgical services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

Eligibility/Other Requirements: Previous experience in a healthcare environment is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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Contact Officer: Melanie Applebee (02) 6244 4175

Canberra Hospital and Health Services

Surgery and Oral Health

Dental Health Program

Dental Assistant - Principal

Principal Dental Assistant \$70,057, Canberra (PN: 20546, several)

Gazetted: 16 June 2016

Closing Date: 23 June 2016

Details: The ACT Dental Health Program is seeking committed, dynamic and innovative Principal Dental Assistants. The ACT Dental Health Program provides oral health services to eligible adults and children within a multidisciplinary health care team across various locations in Canberra. The successful applicants should have an understanding of oral health service delivery within the public sector.

Eligibility/Other Requirement: Dental Assistant Certificate qualification or equivalent recognised by the Dental Education Council of Australia. Considerable experience in and knowledge of current dental procedures.

Knowledge and understanding of Occupational Health and Safety and Equity and Diversity principles and practices.

Notes: There several temporary positions available with the possibility of extension or permanency from this process. Selection may be based on application and referee reports only.

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Contact Officer: Ingrid Hewlett (02) 6205 1510

Canberra Hospital and Health Services

Allied Health Adviser

Personal Assistant

Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 32221)

Gazetted: 16 June 2016

Closing Date: 30 June 2016

Details: The Chief Allied Health Office is looking for a dynamic and enthusiastic individual to permanently fill the Personal Assistant (PA) role to the Chief Allied Health Officer (CAHO).

The main focus for the successful applicant in this role is to support both the Chief Allied Health Officer and Deputy Chief Allied Health Officer through the provision of PA and administrative support. The role includes diary management, travel arrangements and preparation of papers for meetings and conferences. In addition, the Personal Assistant will work with the team to assess, monitor and manage the flow of incoming and outgoing correspondence, mainly e-correspondence. The position also requires the applicant to manage the daily activities of the Office and provide secretariat support for committees as required.

The applicant will need to demonstrate a sound level of judgement, an ability to be both flexible and adaptable, the ability to prioritise workloads, meet deadlines, build and maintain professional relationships and support the team when necessary.

This position is located at 11 Moore Street and reports directly to the Chief Allied Health Officer. It is to be noted that the Office will re-located to Woden in the near future.

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

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Contact Officer: Karen Murphy (02) 6207 0105 karen.murphy@act.gov.au

Canberra Hospital and Health Services

Executive Director of Medical Services

Executive Director of Medical Services

Clinical Trials Co-ordinator

Research Officer Grade 2 \$64,700 - \$70,057, Canberra (PN: 32047)

Gazetted: 16 June 2016

Closing Date: 30 June 2016

Details: An exciting opportunity is available for a self-motivated and highly organised individual to join the Clinical Trials Unit team at Canberra Hospital. The successful applicant will be primarily assisting with the co-ordination of the ASPREE (ASPIrin in Reducing Events in the Elderly) and STAREE (STATins in Reducing Events in the Elderly) clinical trials being conducted by the Clinical Trials Unit at Canberra Hospital and other centres in Australia. Both studies will investigate whether medical therapy in the setting of primary prevention is helpful in prolonging healthy lifespan and will balance this against the risks of treatment. Substantial funding has been secured for the duration of the studies. The Clinical Trials Co-ordinator will have responsibilities that include general practitioner and subject recruitment, clinical record collection, clinical assessments and physiological measures, subject monitoring and maintaining trial records according to the trial protocol. There may be opportunities to work on other clinical research projects that are being coordinated by the Clinical Trials Unit, depending on the workload from these two studies. The position will report to the Director of the Clinical Trials Unit.

Eligibility/Other Requirements: A degree in a relevant area, from a recognised university with significant subsequent relevant work experience OR an equivalent combination of experience and/or education. The successful applicant will show high skills of initiative and flexibility, well developed interpersonal skills, the ability to work well in a team and be competent in computer packages (i.e. Microsoft Suite, emails etc.). Given that the role requires travel to conduct the visits, the successful applicant must have a current driver's licence.

Notes: This is a full-time temporary position available for a period of 12 months and is to be filled as soon as possible. The option to work part-time will be considered. Hours of work are flexible.

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

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Contact Officer: Katherine Johnson (02) 6244 2811

Canberra Hospital and Health Services

Clinical Support Services

2017 Transition to Practice Program (TTPP)

Registered Nurse Level 1 \$61,683 - \$82,398, Canberra (PN: 11776)

Gazette Date: 16 June 2016

Closing Date: 24 July 2016

Details: ACT Health invites applications from Graduate Registered Nurses for the 2017 Transition to Practice Program (TTPP). ACT Health offers a twelve-month, structured program that provides a supportive framework for Registered Nurses during their first year of clinical practice. We are keen to receive applications from Nurses who are passionate about providing safe, quality, patient centred care and motivated by the organisational values of care, excellence, collaboration and integrity.

These are temporary positions for a period 12 months, positions will be offered at full-time or part-time to assist Registered Nurse Graduates with transition into the workforce. This fantastic opportunity will provide participants with support and dynamic learning opportunities offered through the diversity of services available and structured professional development tailored for the graduate nurse. The twelve-month program will incorporate at least two six month rotations through clinical areas or within a speciality or Foundation Program.

Eligibility/Other Requirements:

- Completed/will complete a Bachelor of Nursing Degree between November 2015 and June 2017.
- Registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) prior to date of program commencement.
- A Permanent Resident of Australia or an Australian Citizen, or people in Australia with a valid visa that allows them to work. This includes New Zealand citizens.

Application Process:

To be considered all applications must be submitted electronically. You must download and complete the Application Form available at <http://www.health.act.gov.au/professionals/nursing-and-midwifery/transition-practice-program/registered-nurses/application>

Applicants are required to submit the following:

1. Completed Application Form inclusive of the required Selection Criteria (4 questions in no more than 2 pages).
2. Current Curriculum Vitae.
3. A current transcript of results from University.
4. Two written professional referee reports using the referee template form supplied (not academic referees).
5. Applications must be submitted electronically - you will need to upload all requested documents to complete your application. Submit your application and required documents at <https://acthealth.taleo.net/careersection/external/jobdetail.ftl?job=010YY>

Please

note: Incomplete or late applications will not be considered.

This application process is for those applicants that would like to be considered for any of the three expected 2017 Graduate RN intakes (February, April and August 2017). Application short listing will take place from the above submitted documentation. Applicants short listed will be invited to attend an interview and Assessment Centre on either September 10, 12 or 13 2016. At this time all elements of the application process will be considered including performance at interview and Assessment Centre. Phone interviews will not be available; to be considered for a position you must attend the Assessment Centre in person. Employment decisions will be based on written application, referee reports, satisfactory academic history, interview and assessment centre analysis. Suitable candidates not offered positions in the first round may be offered positions at a later date as required by ACT Health.

Please do not hesitate to get in touch with a Contact Officer if you have any queries related to the application process.

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Contact Officer: TTPP Coordinator Deborah Moore, (02) 61747057; OR TTPP Nurse Educator Ainslie Monson: phone (02) 62443529, OR Graduate Nurse Clinical Development Nurses (02) 6244 4113

**Canberra Hospital and Health Services
Women Youth and Children
Child, Youth and Women Health Program
School Health Team**

Registered Nurse Level 1 \$61,683 - \$82,398, Canberra (PN: 10958)

Gazetted: 16 June 2016

Closing Date: 30 June 2016

Details: Are you are interested in working in a community setting? We are looking for a Registered Nurse to work with the School Health Team in delivering the national schedule of vaccines to high school students in year 7 and completing the kindergarten health check. The position is based at 1 Moore Street and on most days you will be out with your colleagues at a school. The team is friendly and welcoming and you will be well supported clinically as you learn the role. The work load is primarily during the school term so, if clinical requirements are met, there is an opportunity for you to purchase additional leave to take during the school holidays. Immunisation qualifications are an advantage in this position.

Eligibility/Other Requirements: Essential: Registered with the Australian Health Practitioner Regulation Agency (APRAH) or eligible for registration. Holds a current ACT drivers licence. Immunisation qualifications are highly desirable.

Notes: This is a Monday to Friday 8am to 4.30pm full-time (only) position. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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Contact Officer: Carolyn Thomas (02) 6205 1575

**Canberra Hospital and Health Services
Surgery, Oral Health and Medical Imaging
Medical Staff**

Personal Assistant

Administrative Services Officer Class 3 \$58,278 - \$62,720, Canberra (PN: 13526)

Gazetted: 16 June 2016

Closing Date: 23 June 2016

Details: Under direction of the Director of Oral and Maxillofacial Surgery, the Personal Assistant will provide administrative support for the Oral and Maxillofacial Unit by undertaking the duties listed in the duty statement.

Eligibility/Other Requirements: Experience with Dictaphone typing. Please note prior to commencement successful candidates will be required to undergo a pre-employment police check.

Note: To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application.

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Contact Officer: Shannon Dougan (02) 6244 4175

Canberra Hospital and Health Services

Cancer Ambulatory and Community Health Support

Adult Community and Older Persons

Administrative Team Leader

Administrative Services Officer Class 3 \$58,278 - \$62,720, Canberra (PN: 10762)

Gazetted: 16 June 2016

Closing Date: 30 June 2016

Details: Exciting opportunities exist for a dynamic and motivated staff member interested in the position of Administrative Team Leader within the Outpatient Ophthalmology Administration Team. The successful applicant will be enthusiastic, have excellent interpersonal skills and excellent customer service skills. These positions provide administrative and general office support to the Outpatient Ophthalmology Department with duties including booking appointments, referral management, screening telephone calls, filing and data entry. Applicants will need to have excellent communication, organisational and time management skills, with an ability to liaise effectively with staff at all levels. A high level of knowledge and demonstrated ability in the use of health based IT systems including ACTPAS is desirable. This role requires demonstrated ability to ensure high quality customer service standards and to support and provide assistance to the outpatient ophthalmology team as necessary.

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Contact Officer: Kandas Miller (02) 6174 5870 Kandas.P.Miller@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**

ACT Corrective Services

Training

Workforce Development and Training Unit

Senior Manager

Senior Officer Grade A \$133,383, Canberra (PN: 32236)

Gazetted: 15 June 2016

Closing Date: 22 June 2016

Details: An outstanding opportunity has arisen to lead recruitment and training in ACT Corrective Services. Under the broad direction of the Senior Manager, Administration, you will oversee all recruitment, apprenticeship, trainee and graduate program activities. You will also oversee all training activities, including operational training for new correctional officers and new community corrections officers, as well as specialist training for all areas of the business unit. Overseeing training activities also includes ensuring compliant delivery of Certificates III and IV in Correctional Practice to different cohorts of correctional officers and community corrections officers. Additionally, you will work closely with the Justice and Community Safety Directorate (JACSD) People and Workplace Strategy Unit to provide timely and accurate advice in relation to industrial relations, legislation and enterprise agreement matters. Further, you will oversee the operations of ACT Corrective Service's Registered Training Organisation, ensuring compliance with the National Standards for Registered Training Organisations. There are currently 11 staff in the unit to whom you will be expected to provide leadership, supervision and mentoring. Expressions of interest of no more than one page plus resume are sought from suitable candidates.

Eligibility/Other Requirements: Relevant tertiary qualifications in one or more of the areas of Human Resources, Learning and Development, Management or similar would be an advantage.

Note: This is a temporary position available for a period of up to six months. To facilitate a useful handover, the preferred start date is Monday 4 July 2016. However, this start date is negotiable.

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: Jeremy Boland (02) 6205 1314 jeremy.boland@act.gov.au

ACT Law Courts and Tribunal

Supreme Court

Deputy Registrar, Supreme Court

Legal 1 \$59,972 - \$120,785, Canberra (PN: 37127)

Gazetted: 15 June 2016

Closing Date: 27 June 2016

Details: The ACT Law Courts and Tribunal is seeking an experienced Lawyer to undertake the role of Deputy Registrar within the Supreme Court. The successful applicant will be expected to apply professional judgement when exercising statutory powers and responsibilities of a registrar of the Court, have effective legal management skills and be able to provide legal and administrative assistance to Judicial Officers, both in court and chambers, including in connection with the Eastman proceedings. The successful applicant will also be required to develop and maintain sound working relationships with a range of key stakeholders and represent the Court at inter-agency meetings. For information on the ACT Law Courts and Tribunal please visit: www.courts.act.gov.au.

Eligibility/Other Requirements: Admission to practice as a legal practitioner of the ACT Supreme Court, the High Court, or the Supreme Court of a State or another Territory with at least three years post admission experience.

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

Contact Officer: Grant Kennealy (02) 6207 1197 grant.kennealy@act.gov.au

Territory and Municipal Services

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

Parks and Territory Services

ACT Parks and Conservation Service

Fire, Forests and Roads

Seasonal Fire Management Crew Leader

General Service Officer Level 7 \$57,493 - \$60,714, Canberra (PN: 09853, several)

Gazetted: 09 June 2016

Closing Date: 30 June 2016

Details: The ACT Parks and Conservation Service (PCS) is a Branch within the Parks and Territory Services Division that is responsible for the sustainable management of our national parks, nature reserves, commercial softwood forests and rural lands, including management of Namadgi National Park, Canberra Nature Park, Tidbinbilla Nature Reserve, Googong Foreshores, water catchment areas and commercial pine plantations. The Parks and Conservation Service implements a broad range of natural and cultural resource management programs both on and off reserve that support sustainable environmental conservation land management and heritage outcomes. The management of bushfires is a core function of the Parks and Conservation Service across the land that it is responsible for. The Bushfire Seasonal Fire Fighter programme was introduced by the ACT Government in response to recommendations from the McLeod Inquiry into the 2003 Canberra Bushfires. The seasonal fire crews perform a critical role in the ACT Government's ability to effectively implement bushfire mitigation strategies as well as whole of government bushfire suppression capabilities. The Parks and Conservation Service has a number of vacancies for appropriately skilled people to lead staff undertaking bushfire management activities including fuel and access management and bushfire suppression. Full training will be provided to the right applicants. An information night will be held at Stromlo Depot at 500 Cotter Road on Wednesday 22 June 2016, please RSVP to Chris Troth via email on christopher.troth@act.gov.au for further information and to register your attendance. Eligibility/Other Requirements: Applicants should note that bushfire suppression involves strenuous and physically demanding activity, often in remote locations and all successful applicants will be required to successfully pass a pre-employment medical as well as the nationally recognised arduous fire fighting fitness assessment. Applicants must be prepared to work a shift roster, weekends, public holidays or evening shifts at any site on an "as needs" basis and be prepared to wear a uniform. In addition, applicants may be required to work from helicopters. Note: These are temporary positions available from 1 September 2016 to 30 June 2017 with a possibility of extension. Parks and Conservation Service will become part of the Environment and Planning Directorate effective from 1 July 2016. Late applications will not be accepted. Contact Officer: Chris Troth (02) 6207 5452 christopher.troth@act.gov.au

Parks and Territory Services

ACT Parks and Conservation Service

Fire, Forests and Roads

Field Officer (Seasonal Fire Crew)

General Service Officer Level 5/6 \$50,666 - \$55,760, Canberra (PN: 09857, several)

Gazetted: 09 June 2016

Closing Date: 30 June 2016

Details: The ACT Parks and Conservation Service (PCS) is a Branch within the Parks and Territory Services Division that is responsible for the sustainable management of our national parks, nature reserves, commercial softwood forests and rural lands, including management of Namadgi National Park, Canberra Nature Park, Tidbinbilla Nature Reserve, Googong Foreshores, water catchment areas and commercial pine plantations. The Parks and Conservation Service implements a broad range of natural and cultural resource management programs both on and off reserve that support sustainable environmental conservation land management and heritage outcomes. The management of bushfires is a core function of the Parks and Conservation Service across the land that it is responsible for. The Bushfire Seasonal Fire Fighter programme was introduced by the ACT Government in response to recommendations from the McLeod Inquiry into the 2003 Canberra Bushfires. The seasonal fire crews perform a critical role in the ACT Government's ability to effectively implement bushfire mitigation strategies as

well as whole of government bushfire suppression capabilities. The Parks and Conservation Service has a number of vacancies for appropriately skilled people to be part of a team undertaking bushfire management activities including fuel and access management and bushfire suppression. Full training will be provided to the right applicants. An information night will be held at Stromlo Depot at 500 Cotter Road on Wednesday 22 June 2016, please RSVP to Chris Troth via email on christopher.troth@act.gov.au for further information and to register your attendance. 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 to apply.

Eligibility/Other Requirements: Applicants should note that bushfire suppression involves strenuous and physically demanding activity, often in remote locations and all successful applicants will be required to successfully pass a pre-employment medical as well as the nationally recognised arduous fire fighting fitness assessment. Applicants must be prepared to work a shift roster, weekends, public holidays or evening shifts at any site on an “as needs” basis and be prepared to wear a uniform. In addition, applicants may be required to work from helicopters.

Note: These are temporary positions available from 1 September 2016 to 30 June 2017 with a possibility of extension. Parks and Conservation Service will become part of the Environment and Planning Directorate effective from 1 July 2016. Late applications will not be accepted.

Contact Officer: Chris Troth (02) 6207 5452 christopher.troth@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 3 \$58,278 - \$62,720

Deidre Margaret Brooks 848-77239, Section 68(1), 13 June 2016

Administrative Services Officer Class 4 \$64,700 - \$70,057

Michelle June Brown 848-77204, Section 68(1), 14 June 2016

Administrative Services Officer Class 3 \$58,278 - \$62,720

Liana Brozic 848-77175, Section 68(1), 16 June 2016

Administrative Services Officer Class 6 \$77,482 - \$88,676

Damian Gersbach 838-73228, Section 68(1), 13 June 2016

Administrative Services Officer Class 3 \$58,278 - \$62,720

Shaelyn Mee 843-99863, Section 68(1), 9 June 2016

Administrative Services Officer Class 3 \$58,278 - \$62,720

Joseph Raju 846-93595, Section 68(1), 23 May 2016

Administrative Services Officer Class 6 \$77,482 - \$88,676

Paula Sargent 846-98601, Section 68(1), 8 June 2016

Administrative Services Officer Class 6 \$77,482 - \$88,676

Natalie Tasker 838-42587, Section 68(1), 20 June 2016

Education

School Assistant 2 \$43,736 - \$48,298

Susannah Cooke 835-36918, Section 68(1), 10 June 2016

Health

Registered Nurse Level 1 \$61,683 - \$82,398

Alexandria De Groot 845-20432, Section 68(1), 9 June 2016

Administrative Services Officer Class 3 \$58,278 - \$62,720

Deborah Hammett 848-76367, Section 68(1), 6 June 2016

Health Professional Level 2 \$59,971 - \$82,328

Paulina Hellec 844-33777, Section 68(1), 3 June 2016

Administrative Services Officer Class 4 \$64,700 - \$70,057

Tegan Patience 842-90251, Section 68(1), 9 June 2016

Senior Specialist \$215,686

Adrienne Morey, 847-10965, Section 68(1), 11 June 2016

Justice and Community Safety

FB1 (FF 4th Class in Training) \$67,268

Danielle Curcio 848-77423, Section 68(1), 16 June 2016

FB1 (FF 4th Class in Training) \$67,268

Johnathon Geikie 848-77431, Section 68(1), 16 June 2016

FB1 (FF 4th Class in Training) \$67,268

Grant Haines 848-77458, Section 68(1), 16 June 2016

Senior Officer Grade A \$133,383

Yew Weng Ho 847-05605, Section 68(1), 10 June 2016

FB1 (FF 4th Class in Training) \$67,268

Fiona Knights 848-77466, Section 68(1), 16 June 2016

FB1 (FF 4th Class in Training) \$67,268

Christopher Lonsdale 848-77474, Section 68(1), 16 June 2016

FB1 (FF 4th Class in Training) \$67,268

John McDonald 848-77482, Section 68(1), 16 June 2016

FB1 (FF 4th Class in Training) \$67,268

Michael McDonough 848-77490, Section 68(1), 16 June 2016

FB1 (FF 4th Class in Training) \$67,268

Jacob Prince 848-77503, Section 68(1), 16 June 2016

FB1 (FF 4th Class in Training) \$67,268

Brendan Ryan 848-77546, Section 68(1), 16 June 2016

FB1 (FF 4th Class in Training) \$67,268

Merrin Starr 848-77511, Section 68(1), 16 June 2016

FB1 (FF 4th Class in Training) \$67,268

Felicity Stormon 848-77538, Section 68(1), 16 June 2016

Territory and Municipal Services

Administrative Services Officer Class 6 \$77,482 - \$88,676

Christine Mascord 844-75555, Section 68(1), 8 June 2016

Technical Officer Level 4 \$77,482 - \$88,676

Christopher Nugent 848-64120, Section 68(1), 10 June 2016

PROMOTIONS

Calvary Health Care ACT (Public)

**Calvary Public Hospital Bruce
Nursing Perioperative Services**

Fiona Carruthers: 1612902

From: Clinical Nurse Consultant, Registered Nurse Level 3 Grade 2 \$111,021 4W

To: Manager Perioperative Services, Registered Nurse Level 4 Grade 3 \$126,755 Perioperative Services, Canberra (PN 7060) (Gazette 10/06/2016)

Chief Minister, Treasury and Economic Development

Economic Development

Procurement and Capital Works

Finance and Reporting

Lanka Niroshani Liyanage: 835-84565

From: Administrative Services Officer Class 5 \$71,907 - \$76,114

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$77,482 - \$88,676

Chief Minister, Treasury and Economic Development, Canberra (PN. 36719) (Gazetted 11 March 2016)

Education

Education Strategy

Student Engagement

Disability Education

Jean Simpson Walker

From: School Leader C \$110,720

Education

To: School Leader B \$128,917

Education, Canberra (PN. 31024) (Gazetted 29 April 2016)

Organisational Integrity

Infrastructure and Capital Works

School Infrastructure Management

Stuart Robert Hunter: 835-38075

From: Infrastructure Officer 2 \$77,574 - \$89,249

Education

To: Infrastructure Officer 3 \$97,740 - \$107,293

Education, Canberra (PN. 27484) (Gazetted 9 March 2016)

Office for Schools

Tuggeranong Network

Erindale College

Henry Enrique Rodriguez: 835-25696

From: General Service Officer Level 3/4 \$45,706 - \$49,911

Education

To: †General Service Officer Level 8 \$62,304 - \$65,835

Education, Canberra (PN. 35642) (Gazetted 28 April 2016)

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

Organisational Integrity

Infrastructure and Capital Works

School Infrastructure Management

Benjamin Player: 779-17642

From: Administrative Services Officer Class 5 \$71,907 - \$76,114

Education

To: Infrastructure Officer 2 \$77,574 - \$89,249

Education and Training, Canberra (PN. 35531) (Gazetted 26 May 2016)

Health

Canberra Hospital and Health Services

Deputy Director General Canberra Hospital and Health Services

Sherilyn John: 829-69009

From: Health Professional Level 2 \$59,971 - \$82,328

Health

To: Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade)

Health, Canberra (PN. 31385) (Gazetted 12 May 2016)

Territory and Municipal Services

Infrastructure Roads and Public Transport

Public Transport

ACTION

Elizabeth Aguilera: 821-24962

From: Administrative Services Officer Class 4 \$64,700 - \$70,057

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 6 \$77,482 - \$88,676

Territory and Municipal Services, Canberra (PN. 35976) (Gazetted 22 October 2015)

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.

Infrastructure, Roads and Public Transport

ACTION

Tuggeranong Depot

Benjamin Collits: 782-88788

From: Bus Operator \$71,294

Territory and Municipal Services

To: †Transport Officer Grade 3 - ACTION \$92,408

Territory and Municipal Services, Canberra (PN. A11742) (Gazetted 24 February 2016)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current

collective/enterprise Agreement provisions and is non-appealable.

Infrastructure, Roads and Public Transport

ACTION

Belconnen Depot

Gatis Oskars Puide: 827-47318

From: Bus Operator \$71,294

Territory and Municipal Services

To: †Transport Officer Grade 3 - ACTION \$92,408

Territory and Municipal Services, Canberra (PN. A11772) (Gazetted 23 February 2016)

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