



ACT Government Gazette

Gazetted Notices for the week beginning 16 June 2016

EXECUTIVE NOTICES

Canberra Institute of Technology

Engagement

Nicole Stenlake – Executive Director, People and Organisational Governance (E524) Section 72 of the Public Sector Management Act 1994

Capital Metro

Engagement

Kristine Scheul – Director, Legal (E846) Section 72 of the Public Sector Management Act 1994

Community Services

Variation – Assignment

David Matthews – Executive Director, Housing and Community Services (E270) Section 80A(1)(b) of the Public Sector Management Act 1994

Chief Minister, Treasury and Economic Development

Contract Cessation

Note: The following Executive has been issued with a new contract as outlined below. This notification is in accordance with the provisions of section 81 of the Public Sector Management Act 1994.

David Snowden – Director, Access Canberra (E346) – 03.06.2016

Engagement

David Snowden – Chief Operations Officer, Access Canberra (E847) Section 72 of the Public Sector Management Act 1994

Calvin Robinson – Director, Finance and Payroll Services (E499) Section 72 of the Public Sector Management Act 1994

Variation – Transfer

Neil Bulless – Executive Director, Economic and Financial Group (E391) Section 80A(1)(a) of the Public Sector Management Act 1994

Craig Simmons – Director, Access Canberra (E346) Section 80A(1)(a) of the Public Sector Management Act 1994

Environment and Planning

Variation – Transfer

Brett Phillips – Executive Director, Planning Delivery (E700) Section 80A(1)(a) of the Public Sector Management Act 1994

Contract Cessation

Sean Rooney – Executive Director, Sustainability and Climate Change (E692) – 03.06.2016

VACANCIES

Calvary Health Care ACT (Public)

Emergency Department

Clinical Nurse Consultant

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

Gazetted: 16 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>

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 Technology and Design

Horticulture and Floristry

Head of Department

Manager Education Level 1 \$113,077, Canberra (PN: 51897)

Gazetted: 16 June 2016

Closing Date: 23 June 2016

Details: The Canberra Institute of Technology (CIT) is seeking a Head of Department for CIT Horticulture and Floristry programs. This officer will be required to manage the team through quality leadership in and management of education and related activities, contribute to the achievement of departmental goals and will contribute to the strategic goals of the College of Technology and Design. The discipline areas, taught at CIT Bruce, include floristry, nursery, parks and gardens, sports turf management, landscaping, conservation and land management, aboriculture and general horticulture. 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: Mandatory qualifications and/or registrations/licencing. All managers at Manager Education – Level 1 or Manager Education – Level 2 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor), and an Advanced Diploma in Adult Learning and Development (or its successor).

Note: Where a manager undertakes a teaching activity, the manager must also hold vocational qualifications equal or higher to that being taught. Industry Experience: Relevant industry experience is highly desirable, though this does not have to be in the discipline being supervised. Desirable: Bachelor of Education, Management or relevant higher level qualification. Minimum Certificate 3 level qualification in Horticulture or associated disciplines. Demonstrated experience in managing a team. Professional Industry Experience in Horticulture.

Notes: This position is offered as temporary employment for up to six (6) months with the possibility of extension.

Contact Officer: Jane Cottee (02) 6207 8744 jane.cottee@cit.edu.au

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

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**

Light Rail Project Delivery Contract Management Office Project Officer

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 36948)

Gazetted: 17 June 2016

Closing Date: 28 June 2016

Details: The Capital Metro Agency (CMA) is responsible for the ongoing planning, design and procurement of a light rail service between Gungahlin and the City. The Contract Management Office is a function of the Light Rail Project Delivery Division and is responsible for project procurement/cost management, risk, issues and change management, master program management, information management, project reporting and other aspects of the project. Reporting to the Senior Manager, Project Governance, the Project Officer will undertake a range of duties including, but not limited to, managing internal project reporting processes to CMA and the Project Board, Liaising with the Project Director, Governance and Operation team and various stakeholders in relation to project input and reporting, and managing reporting processes, timeframes and distribution.

Eligibility/Other Requirements: Relevant tertiary or equivalent qualifications.

Contact Officer: Gareth Burdon (02) 6207 0282 gareth.burdon@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**

Enterprise Canberra Innovate Canberra Skills Canberra/Governance and Strategic Services Senior Manager

Senior Officer Grade A \$133,383, Canberra (PN: 15105)

Gazetted: 21 June 2016

Closing Date: 28 June 2016

Details: Skills Canberra is seeking a Senior Manager to lead the Governance and Strategic Services Unit, which has responsibility for a range of functions within the branch including Ministerial and Intergovernmental Services, National Reporting, Compliance and Governance, Human Resources, Finance, Information Technology and Administration Support. The successful applicant will have a demonstrated ability to provide expert support and direction to business planning and operational matters, with sound project management experience.

Eligibility/Other Requirements: Significant demonstrated experience at Senior Officer Level in one or more of the following areas is highly desirable: Management Accounts, Human Resources, Information Technology, Compliance, Business Planning and Implementation, Program Evaluation or Operational Management.

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

Contact Officer: David Miller (02) 6207 4791 davidJ.miller@act.gov.au

Shared Services ICT Technology Services Service Assurance

Manager Service Assurance

Senior Officer Grade A \$133,383, Canberra (PN: 14391)

Gazetted: 16 June 2016

Closing Date: 30 June 2016

Details: The purpose of this role is to lead the Service Assurance team through the effective planning, development and operation of consistent methodologies, capabilities, standards and governance and ensure they are applied in a manner that supports the provision of quality ICT services to the ACT Government.

Contact Officer: Mick Kegel (02) 6205 3531 mick.kegel@act.gov.au

Access Canberra

Community, Business and Transport Regulation

Senior Manager

Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 43068, several)

Gazetted: 22 June 2016

Closing Date: 6 July 2016

Details: Access Canberra is an ACT Government Agency that brings together shopfronts and regulatory services.

Access Canberra has been set up to make it easier for business, community organisations and individuals to work with ACT Government and deliver a more seamless customer experience. Community, Business and Transport Regulation (CBTR) Division comprises a number of sub-units responsible for licensing, registration, compliance and risk assessment under the Commissioner for Fair-trading. Access Canberra is a dynamic workplace. We want to recruit people who are flexible, innovative and look for solutions to problems. Sometimes this will require some 'out of the box' thinking, but we encourage all our staff to challenge how things have always been done – because we aim to do it better. We are seeking a highly skilled senior manager who is able to balance competing tasks, priorities and obligations. You will be expected to guide and mentor your managers and staff through complex and sensitive issues; actively promote a culture of shared accountability; and work in partnership to drive the outcomes of CBTR and Access Canberra.

Notes: These temporary positions are available for a period between one to five years. Potentially Offensive or Traumatic Material Please read the following information prior to applying for the position. Some areas of work carried out by the Working with Vulnerable People team involve potentially distressing case materials such as in the areas of physical violence and abuse, sexual assault, child exploitation (which includes offences relating to child pornography, the grooming and procuring of children for sexual purposes, and child sexual assault). The review of such matters may involve exposure of staff members to graphic violent and pornographic images, written descriptions of such matters, and disturbing factual situations. By applying for the position, you acknowledge the nature of the material you may be exposed to in the role. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Robyn White (02) 6207 5279 robyn.white@act.gov.au

Sales, Marketing and Property Management

Sales, Marketing and Land Management

Sales

Sales Campaign Manager, Urban

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 18812)

Gazetted: 21 June 2016

Closing Date: 5 July 2016

Details: The Land Development Agency (LDA) is seeking someone to join the Sales, Marketing and Land Management team. The successful candidate will be able to: Provide strategic advice and creative solutions for Sales and Marketing releases to achieve the LDA's performance targets; Develop, implement and monitor the ongoing and timely development, delivery and implementation of a range of sales projects, including staff supervision; Liaise with external suppliers including legal firms and real estate agencies for the delivery of sale related services including the preparation, conveyance and sale of land; Contribute to strategic sales and business planning, activities in collaboration with other LDA business units including policy implementation and decision making; Provide advice, negotiate, liaise and consult with a broad range of internal stakeholders to ensure cross-functional input into plans, sales campaigns, budgets and project management to deliver quality outcomes for the

LDA; Manage elements of the Sales and Marketing budgets for each project and be responsible for the associated costs, maximising effectiveness; Provide strategic input in developing innovative marketing campaigns to the market; Establish and maintain strategic relationships and represent the LDA in a broad range of forums and functions; Analyse and identify risks and develop associated risk management plans and undertake reviews for the section; Ensure compliance with relevant governance, legislative, regulatory requirements, legal demands and professional and ethical standards; and Prepare and analyse data, review reports, briefs, correspondence, publications and procedures relevant to the Sales team activities and project requirements. Continue to ensure that these materials are updated and current and always relevant to the market.

Eligibility/Other Requirements: Project management experience. Understanding of ACT Government legislative frameworks in relation to land development and sales activities and processes. Understanding of the land or property development market, particularly in terms of marketing and sales. Information Technology, online marketing and data management. Prior to commencing in this role, a current registration issued under the *Working With Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. This position will be required to occasionally work after hours and on weekends.

Contact Officer: Melissa Anderson (02) 6205 7251 melissa.anderson@act.gov.au

Sales, Marketing and Land Management

Sales, Marketing and Property Management

Marketing and Community Development

Marketing Campaign Manager, Urban

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 08020)

Gazetted: 21 June 2016

Closing Date: 28 June 2016

Details: The Land Development Agency's Sales, Marketing and Land Management team is looking for someone fill the role of Marketing Campaign Manager, Urban. This role will include: Providing strategic marketing advice and innovative, creative solutions to marketing and communication challenges; Developing, project managing and ensuring the implementation of marketing campaigns for a range of projects; Coordinating, implementing and managing operation and logistics associated with events; Assisting in developing campaign plans for key activities and events such as sales events (e.g.. Ballots and auctions); Liaising with external suppliers including marketing agencies for the delivery of communication and event services; Developing creative briefs, publications, reports and marketing/event plans and negotiating, liaising and consulting with a broad range of internal and external stakeholders; Ensuring all materials are updated, current and always relevant to the market; Managing project budgets and maximise cost effectiveness; Developing and managing network opportunities with suppliers, community organisations, industry contacts and ACT Government Directorates to build relationships and new marketing/event opportunities; Developing and monitoring activities in a timely manner on both an individual/group basis; and Analysing, identifying and reviewing risks and developing associated risk management plans and operational plans.

Eligibility/Other Requirements: Understanding of ACT Government legislation. Qualifications in marketing, events or a related discipline. Understanding of the land or property development market, particularly in terms of marketing, sales or community development. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

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

Note: This position will be required to occasionally work after hours and on weekends.

Contact Officer: Melissa Anderson (02) 6205 7251 melissaa.anderson@act.gov.au

Access Canberra

Investigations and Enforcement

Background Screening

Risk Assessment Officer

Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 30720, several)

Gazetted: 21 June 2016

Closing Date: 5 July 2016

Details: Access Canberra is an ACT Government Agency that brings together shopfronts and regulatory services. The Working with Vulnerable People unit is responsible for conducting background screening of applicants wanting to work with vulnerable people. The risk assessment team is responsible for conducting complex analysis of an applicant's criminal history to determine whether they pose a level of risk of harm to vulnerable people. We want to recruit people who are flexible, innovative and look for solutions to problems. Sometimes this will require some 'out of the box' thinking, but we encourage all our staff to challenge how things have always been done – because we aim to do it better. We are seeking skilled staff who are able to compose complex correspondence and balance competing tasks, priorities and obligations. You will be expected to work through complex and sensitive issues; actively promote a culture of shared accountability; and work in partnership to drive the outcomes of CBTR and Access Canberra. Under the direction of the Manager, Working with Vulnerable People Risk Assessment: Provide high level client service at the counter, over the phone and in writing. Analyse complex registrations under the Working with Vulnerable People scheme. Deal appropriately with confidential and sensitive information. Exercise sound decision making practices in keeping with the Working with Vulnerable People Risk Assessment Guidelines. Exercise responsibilities as a collector of public monies in accordance with the *Financial Management Act 1996*. Maintain accurate records in accordance with the *Territory Records Act 2002*. Contribute to the operations of Access Canberra and perform other duties as directed. Contribute to workplace diversity, participative workplace practices and promote Work Health and Safety principles. This position does not involve direct supervision of personnel.

Eligibility/Other Requirements: The successful applicant must hold upon commencement a General Registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Potentially Offensive or Traumatic Material - Please read the following information prior to applying for the position. Some areas of work carried out by the Working with Vulnerable People team involve potentially distressing case materials such as in the areas of physical violence and abuse, sexual assault, child exploitation (which includes offences relating to child pornography, the grooming and procuring of children for sexual purposes, and child sexual assault). The review of such matters may involve exposure of staff members to graphic violent and pornographic images, written descriptions of such matters, and disturbing factual situations. By applying for the position, you acknowledge the nature of the material you may be exposed to in the role.

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

Contact Officer: Katrina Fleck (02) 6205 8415 katrina.fleck@act.gov.au

Shared Services ICT

Partnership Services Group

Business Application Management/Education ICT

Assistant Financial Reporting Officer

Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 05262)

Gazetted: 17 June 2016

Closing Date: 1 July 2016

Details: To manage the Education ICT office with respect to financial estimates, invoicing, ordering, goods receipting, payments and reporting.

Contact Officer: Nipa D'Costa (02) 6207 2430 nipa.d'costa@act.gov.au

Partnership Services

Service Centre Service Desk

Service Desk HR Officer

Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 37138)

Gazetted: 23 June 2016

Closing Date: 5 July 2016

Details: This role presents an opportunity to join a dynamic, customer focused Service Desk team, providing advice to ACT employees on HR related matters primarily over the telephone and via email. Applicants should have previous experience of working in a customer service environment (eg a contact centre/service desk) and be able to evidence excellent oral and written communication skills. The majority of enquiries are related to payroll matters. Previous HR experience is not essential but is desirable.

Note: This is a permanent part-time position, the occupant will be required to work 25 hours per week and full time salary as noted above will be pro-rated accordingly. The role is based in Gungahlin.

Contact Officer: George Abyad (02) 6207 7075 george.abiyad@act.gov.au

Long Service Leave Authority

Operation's Team

Customer Service Officer

Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 02109)

Gazetted: 21 June 2016

Closing Date: 28 June 2016

Details: The Operations team is a central point of contact for inquiries from employers and employees relating to registrations, returns, claims and compliance matters including the notification of outstanding fees and penalties. The team has the responsibility to ensure that employers and workers for each covered industry are registered and employer's quarterly returns are processed correctly and paid in accordance with the legislation. The Authority provides staff with flexible working arrangements, access to a range of roles and training that is tailored to their career goals. Staff working within the Authority are expected to demonstrate quality customer service and team work skills, be willing to continuously improve, be outcome focused and accountable for their actions.

Further information relating to the ACT Long Service Leave Authority can be found at

<http://www.actleave.act.gov.au/>

Eligibility/Other Requirements: Current driver's licence. Highly desirable: Applicants must demonstrate experience dealing with customers and have excellent customer service skills.

Contact Officer: Goran Josipovic (02) 6247 3900 goran.josipovic@actleave.act.gov.au

Shared Services

Information and Communications Technology

CMTEDD and PATOCS ICT Team

Business Applications Support Officer

Information Technology Officer Class 1 \$62,720 - \$71,396, Canberra (PN: 12867)

Gazetted: 22 June 2016

Closing Date: 1 July 2016

Details: Business Application Management is currently seeking applications from suitably experienced personnel to perform the role of ICT Business Application Support Officer in the Chief Minister, Treasury and Economic Development (CMTEDD) and PATOCS ICT Team.

Note: This is a temporary position available until 31 December 2016 with the possibility of extension and/or permanency. Applications outlining experience and/or ability against the selection criteria, contact details of at least two referees and a current curriculum vitae. Selection may be based on application and referee reports only.

Contact Officer: Scott Barrett (02) 6205 9965 scott.barrett@act.gov.au

Enterprise Canberra

Active Canberra

Sport and Recreation Facilities

Sportsground Maintenance Officer

General Service Officer Level 5/6 \$50,666 - \$55,760, Canberra (PN: 34253, several)

Gazetted: 21 June 2016

Closing Date: 5 July 2016

Details: Active Canberra is seeking two fit and able individuals to fulfil team member roles within our Northside and Southside depots, as part of the Horticultural Maintenance Team, to assist in the maintenance activities of ACT Government Sportsgrounds. Duties include general mowing and edging activities, weeding, cleaning of facilities, operation of pneumatic tyred tractors with turf implant and other specialized turf equipment in turf management activities. Individual needs to have experience in operation of irrigation systems and have been involved in operating irrigation through a central control system. Line marking activities and some minor tree surgery work will also be involved.

Eligibility/Other Requirements: Current ACT driver's licence is essential (truck licence preferable). Ability to undertake the physical requirements of the tasks listed in the Duty Statement. Certificate III in Turf Management or Horticulture.

Contact Officer: Dave Mann (02) 6207 5106 dave.mann@act.gov.au

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

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

Disability ACT

Child Development Service

Clinical Leader

Health Professional Level 4 \$97,514 - \$104,967, Canberra (PN: 36152)

Gazetted: 17 June 2016

Closing Date: 24 June 2016

Details: The Child Development Service focuses on identifying developmental delays for children 0-6 years; children 7-8 years with complex needs who have not had a previous diagnosis and autism assessment to age 12 years. The Health Professional Officer Level 4 Clinical Leader role is focussed on providing strong leadership to build an integrated multidisciplinary team that supports effective service delivery. The individuals in these positions will provide leadership and management to a multidisciplinary team of health professionals and allied health assistants who deliver services to clients of the Child Development Service. The Clinical Leaders will maintain a clinical load, and also undertake other duties which include administration, coordination and oversight of professional practice, performance management, relationship and marketing, training, and project and portfolio management.

Eligibility/Other Requirements: Essential: Tertiary qualification in relevant allied health profession(Occupational Therapy, Speech Pathology, Psychology, Physiotherapy, Social Work); at least five years recent practice experience working in early intervention with young children and their carers , experience in providing clinical supervision to allied health professionals; current registration with AHPRA (if required) or eligible for membership with a relevant professional body. Current driver's licence. Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 may be required. For further information on Working with Vulnerable People registration refer to -

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

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

Contact Officer: Katherine Parker (02) 6205 1277 katherine.parker@act.gov.au

Disability ACT

Child Development Service

Speech Pathologist

Health Professional Level 1 \$56,241 - \$71,657, Canberra (PN: 36161, several)

Gazetted: 21 June 2016

Closing Date: 28 June 2016

Details: The Child Development Service focuses on identifying developmental delays for children 0-6 years; children 7-8 years with complex needs who have not had a previous diagnosis and autism assessment to age 12 years. The Speech Pathologist in these positions will provide clinical services within a community based, multidisciplinary team within the Child Development Service. The successful staff member will provide assessments or screen children to identify those at risk of developmental delay, support their movement through the service system; provide advice and expertise in clinical decision making to plan service delivery, interventions and policy development. This is the professional commencement level. The expectation is that staff at this level will only work to established principles, techniques and methods.

Eligibility/Other Requirements: Tertiary qualification in Speech Pathology; Eligible for Membership of Speech Pathology Australia; and have a 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 based on written application and referee reports only.

Contact Officer: Katherine Parker (02) 6205 1277 katherine.parker@act.gov.au

Cultural Facilities Corporation

Corporate

Finance

Senior Finance Officer

Administrative Services Officer Class 6 \$77,482- \$88,676, Canberra (PN: 55449)

Gazetted: 22 June 2016

Closing Date: 29 June 2016

As a senior member of the Finance Team, performing a key role with the CFC's financial management and compliance. The position will include various tasks from month end processing, asset management, treasury reporting, preparing year-end statutory account, and the preparation of GST and FBT returns.

Eligibility/Other Requirements: Possession of degree or diploma level qualifications in accounting/finance/business/commerce is essential. Post degree qualifications and full membership, or working towards membership of an accounting body such as CA or CPA is desirable.

Note: Applicants must submit a written statement addressing the selection criteria. This position may be filled from applications and referee reports only.

Contact Officer: Ian Tidy (020 6205 2195 ian.tidy@act.gov.au)

Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email CFC.HR@act.gov.au

Education

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

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

Office for Schools

Tuggeranong Network

Richardson Primary School

Executive Teacher

School Leader C \$110,720, Canberra (PN: 02047)

Gazetted: 17 June 2016

Closing Date: 1 July 2016

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

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

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

Contact Officer: Jason Borton (02) 6142 3630 jason.borton@ed.act.edu.au

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

Office for Schools
Tuggeranong Network
Calwell Primary School
Executive Teacher
School Leader C \$110,720, Canberra (PN: 03764)

Gazetted: 21 June 2016

Closing Date: 5 July 2016

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

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

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

Contact Officer: Linda Neeson (02) 6205 6911 linda.neeson@ed.act.edu.au

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

Office for Schools
South Weston Network
Melrose High School
Administrative Officer (SRA and Staffing Finances)
Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 14718)

Gazetted: 21 June 2016

Closing Date: 28 June 2016

Details: Melrose High School is seeking a highly suitable Administrative Officer (SRA and Staffing Finances). The successful applicant will prepare correspondence and other documents relating to the work of the Senior Executive at Melrose High School. The successful applicant will liaise with internal and external stakeholders on a range of complex and sensitive issues and develop, implement and maintain processes that contribute to efficient and effective workplace practices including monitoring quality and timeliness of documents. The Administrative Officer will possess well developed communication and interpersonal skills including the ability to research, coordinate the needs of diverse groups and deliver quality outcomes. Self management skills including the ability to demonstrate initiative, solve problems, handle competing priorities and work both individually and as part of a small team.

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

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Knowledge of Directorate Policies is desirable.

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

Contact Officer: Simon Vaughan (02) 6205 7593 simon.vaughan@ed.act.edu.au

Office for Schools
North/Gungahlin Network
Amaroo School
Classroom Teacher
Classroom Teacher \$60,687 - \$95,935, Canberra (PN: 02044)

Gazetted: 16 June 2016

Closing Date: 30 June 2016

Details: Amaroo School is a P-10 Professional Learning Community located in Gungahlin. We are seeking a highly motivated and collaborative teacher to work in our Year 3 team.

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

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

Note: This is a temporary position available 18 July to 26 January 2017.

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

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

Office for Schools

South/Weston Network

Arawang Primary School

Classroom Teacher

Classroom Teacher \$60,687 - \$95,935, Canberra (PN: 08759, several)

Gazetted: 21 June 2016

Closing Date: 28 June 2016

Details: Knowledge, skills and understanding of: Visible Learning; Google Apps for Education; using performance data to improve learning; science; and technology. Work as a collaborative member of the school staff in addressing school priorities, including building the school and community culture.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

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

Notes: This is a temporary position available from 1 August 2016 - 26 January 2017.

Contact Officer: Jennifer Page (02) 6205 6877 jennifer.page@ed.act.edu.au

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

Office for Schools

Tuggeranong Network

Wanniassa School

Middle School General Teacher personalised Learning

Classroom Teacher \$60,687 - \$95,935, Canberra (PN: 07063)

Gazetted: 16 June 2016

Closing Date: 24 June 2016

Details: Wanniassa School is a P to 10 school that operates within the Wanniassa Cluster in the Tuggeranong Network of Schools. Wanniassa School has a focus on personalised learning where a team of teachers work closely to design and deliver rich learning activities that include literacy, numeracy and student wellbeing, as well as covering other aspects of the Australian Curriculum.

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

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

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

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

Office for Schools

North/Gungahlin Network

Gold Creek School

Student Records Officer

Administrative Services Officer Class 3 \$58,278 - \$62,720, Canberra (PN: 30545)

Gazetted: 21 June 2016

Closing Date: 5 July 2016

Details: Gold Creek School is seeking applications from an experienced Student Records Officer. The successful candidate will be working within a team and will possess knowledge of records management in student records area practices. This position also includes; student enrolments across a P-10 school, preparation of student reports, maintain student records and files, export and set up data bases for student classes and reports, work alongside teaching/ Executive staff for class set up, census reports and end of year procedures. The occupant will be proactive, exercise good judgement and work with limited supervision.

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

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

Contact Officer: Kerry Lyttle (02) 6205 1740 kerry.lyttle@ed.act.edu.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

Senior Policy Officer

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 05429, several)

Gazetted: 16 June 2016

Closing Date: 1 July 2016

Details: The Environment and Planning Directorate is seeking a highly motivated Policy Officers for positions in the Transport branch of the Strategic Planning Division. These positions 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, Social Planning, Urban Design, Economics or another relevant professional area is highly desirable.

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

Health

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

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

Canberra Hospital and Health Services

Chief of Clinical Operations

Executive Level 2.5 \$261,369 - \$274,016 depending on current superannuation arrangements, Canberra (PN: E874)

Gazetted: 17 June 2016

Closing Date: 1 July 2016

Details: The Director-General is seeking a Senior Executive to fill the role of Chief of Clinical Operations. ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work.

Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region through its key service divisions: Surgery, Oral Health and Imaging; Women, Youth and Children; Critical Care; Cancer, Ambulatory and Community Health Support; Rehabilitation, Aged and Community Care; Mental Health, Justice Health and Alcohol and Drug Service; Pathology; Medicine; and Clinical Support.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The new role of the Chief of Clinical Operations (CCO) is responsible for leading innovation, accountability and change in clinical operations and service delivery in CHHS. The CCO will contribute information around the operation of flow systems and processes to improve access performance, including implementation of reforms to increase effectiveness and efficiency and monitor and implement best practice access initiatives across CHHS. As this is an operational role requiring immediate decision-making, it is intended that the CCO will work quite autonomously on a daily basis in order to trial improvements in a timely fashion. The CCO will consult with the Deputy Director-General, CHHS on high-level operational issues especially prior to implementing change. This role will consult with and direct the Executive Directors on flow issues, and make decisions on across-the-board approaches. The CCO will also liaise with the transformation reform team on the direction of reform generally. 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 \$261,369 - \$274,016, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$210,790. 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 five years.

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

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

Canberra Hospital and Health Services

Deputy Director General TCH and Health Services

DDG CHHS Executive

Director of Medical Research

Senior Specialist \$215,686, Canberra (PN: TBA)

Gazetted: 23 June 2016

Closing Date: 7 July 2016

Overview of the work area and position: The System Innovation Group (SIG) was established in ACT Health as the enabling division tasked to support the delivery of the System Innovation Program (SIP). Projects within the SIP are grouped under seven (7) strategic themes that are consolidated into three (3) reform streams, including: o Access o Quality o Mental Health o Innovation and Stability o Culture o Partnerships o Infrastructure This position reports directly to the Director-General of ACT Health and the Deputy Director-General of the System Innovation Group; playing a key role in providing strategic and corporate advice with regards to all aspects of ACT Health's current medical research whilst also endeavouring to increase the capacity and undertaking of research within the ACT. Salary, Remuneration and Conditions: Senior Specialist: \$215,686 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 of: \$346,594.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Fellowship of the Royal Australasian College of Surgeons (RACS), Physicians (RACP) or equivalent qualification, and have a higher research degree. Eligibility to apply for academic standing at the level of Professor in the Australian National University (ANU) Desirable: Has worked at senior leadership levels within health; including clinical, administrative and management experience An established track

record in a complex health research context. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check.

Note: This position is a permanent senior specialist with the director component being three year tenure.

Contact Officer: Shaun Strachan, Deputy Director General Policy, Planning and Innovation (02) 6244 3142

shaun.strachan@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
Office of the DDG TCH and Health Services**

DDG CHHS Executive

Director of Medical Services

Senior Specialist \$215,686, Canberra (PN: TBA)

Gazetted: 23 June 2016

Closing Date: 7 July 2016

Overview of the work area and position: The office of the Deputy Director-General Canberra Hospital & Health Services is responsible for all aspects of the Canberra Hospital and the medical services delivered by their Medical (Nursing and Medical) and Health Professionals. This position reports directly to the Deputy Director-General of Canberra Hospital & Health Services; it provides line management and performance management for the DDG CHHS with regards to the medical staff and services of ACT Health. Salary, Remuneration and Conditions: Senior Specialist: \$215,686 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 of: \$346,594.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible as a medical specialist for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Fellowship of the Royal Australasian College of Surgeons or equivalent qualification. Eligibility to apply for academic standing in the Australian National University. Desirable: Tertiary qualifications in Public Sector Management or Business Management or equivalent will be highly regarded. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check.

Note: This position is a permanent senior specialist with the director component being 3 year tenure.

Contact Officer: Ms Elizabeth Webster (02) 6207 2111 elizabeth.webster@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

Director General

Office of the Director General

Director General Health Office

Principal Medical Advisor

Senior Specialist \$215,686, Canberra (PN: TBA)

Gazetted: 23 June 2016

Closing Date:

Overview of the work area and position: The Office of the Director General and their teams are responsible for the strategic and operational management of the ACT Health Directorate, ensuring the effective and efficient operation of ACT Health Services; The Canberra Hospital & wider community, policy and programs across the ACT. As ACT Health's most senior clinician this position reports directly to the Director-General of ACT Health; playing a key role in providing strategic and clinical operational advice with regards to all aspects of clinical service delivery. Salary, Remuneration and Conditions: Senior Specialist: \$215,686 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 of: \$346,594.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) Fellowship of the Royal Australasian College of Surgeons or equivalent

qualification. Eligibility to apply for academic standing in the Australian National University Desirable: Tertiary qualifications in Public Sector Management or Business Management will be highly regarded. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check.
Contact Officer: Ms Elizabeth Webster (02) 6207 2111 elizabeth.webster@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
Rehabilitation, Aged and Community Care
Community Care Program**

After Hours Nurse/Coordinator

Registered Nurse Level 3.1 \$98,207 - \$102,249, Canberra (PN: 20150)

Gazetted: 23 June 2016

Closing Date: 7 July 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Public Hospital (UCPH) is part of ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. A number of RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health.

Overview of the work area and position: The Rehabilitation, Aged and Community Care (RACC) Program is seeking applications from highly experienced Registered Nurses for a permanent vacancy within the Link Team. This is a part-time supervisory position, coordinating the after hour's rapid response service for community nursing including alternative weekends and Public Holidays within the ACT. The team provides after hours nursing services to patients with a broad range of needs within the ACT community. Nurses interested in working with the Link team should have a wide range of clinical experience in nursing and be committed to high quality customer service with a multidisciplinary focus. This position requires an ability to work autonomously and a high level of problem solving ability. This part time supervisory role is instrumental to triaging and providing effective support to patients in the community in order to enable them to remain in their own environment wherever possible. The role oversees interventions which actively contribute to the prevention of unnecessary presentations to acute facilities. Eligibility/Other Requirements: Mandatory: B registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Hold current driver's licence. Desirable: Tertiary or post graduate qualifications and recent experience in a wide range of clinical hospital and /or community health applicable to the position. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Leontine Muis (02) 6244 2900 leontine.muis@act.gov.au

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

Women's and Babies

Senior Registered Nurse/Midwife

Registered Nurse Level 2 \$85,659 - \$90,789, Canberra (PN: 22295)

Gazetted: 23 June 2016

Closing Date: 7 July 2016

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

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

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration as a Midwife with the Australian Health Practitioner Regulation Agency. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: This position may be full-time or part-time and works a seven day a week rotating roster.

Contact Officer: Trudy Bergmann (02) 6174 7542 trudy.bergmann@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Women's and Babies

Clinical Development Midwife

Registered Nurse Level 2 \$85,659 - \$90,789, Canberra (PN: 03943)

Gazetted: 23 June 2016

Closing Date: 07 July 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Antenatal and Postnatal Units at The Centenary Hospital for Women and Children (CHWC) is seeking applications for a Clinical Development Midwife (CDM) from suitably qualified and experienced Registered Midwives. The CDM provides clinical support and education in both the Antenatal and Postnatal Units of the Canberra Hospital. This role supports the development of staff including new staff and students, and acts as a role model to promote evidence based practice.

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency as a Midwife. Desirable: Holds or is working towards qualifications either at a certificate or postgraduate level. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: This is a temporary position available for a period of up to six months with the possibility of extension. The position involves working weekdays, Monday to Friday.

Contact Officer: Jenni Eling (02) 6174 7538 jennifer.eling@act.gov.au

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Ambulatory Care Outpatients

Outpatient Services Team Leader Ear Nose and Throat / Oral Maxillofacial Surgery Clinics

Registered Nurse Level 2 \$85,659 - \$90,789, Canberra (PN: 17898)

Gazetted: 23 June 2016

Closing Date: 30 June 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Specialising in Ear Nose and Throat and Oral and Maxillofacial Surgery, as part of the Outpatient Services Clinical Support team the successful applicant for this Team Leader position will provide a coordinated approach to clinic management,

as well as leadership and support to new and existing team members across multiple clinic locations at the Canberra Hospital. Services provided in the clinics include Medical and Surgical specialist led consultations, procedural and multidisciplinary assessment and planning clinics.

Eligibility/Other Requirements:

Mandatory: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*

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

Contact Officer: Anne Douglas (02) 6244 4019 anne.douglas@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Registered Nurse - Population Health

Registered Nurse Level 2 \$85,659 - \$90,789, Canberra (PN: 10844)

Gazetted: 23 June 2016

Closing Date: 30 June 2016

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the Work Area and Position: The Justice Health Primary Health Team is part of Justice Health Services (JHS) which is part of the Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) Division. JHS is a contemporary evidence based service providing high quality care. The Primary Health Team provides high quality primary healthcare to people located within the Alexander Maconochie Centre (AMC), Symonston Detention Centre and young people at Bimberi Youth Justice Centre (BYJC). It is expected that you will complete induction assessments, planning, implementing and discharge care of clients using a collaborative primary health care model within a custodial setting. You will be required to work at various JHS sites and provide nursing care to people accessing healthcare at Hume Health Centre, Bimberi Youth Justice Centre and the Symonston Detention Centre. You will also be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Registered Nurses Level 1 and Enrolled Nurses. You will also be responsible for a portfolio that has delegated in agreement with the Team Leader.

Eligibility/Other Requirements: Registered or eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency. Driver's licence is essential. Highly desirable: Previous experience within a corrections/forensics/sexual health/alcohol and drug/chronic disease environment. Tertiary or postgraduate qualifications and experience in clinical nursing practice. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check; and Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: This is a permanent part-time position at 28 hours per week.

Contact Officer: Tash Lutz (02) 6207 2841 Tash.Lutz@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Clinical Development Nurse

Registered Nurse Level 2 \$85,659 - \$90,789, Canberra (PN: 31318)

Gazetted: 23 June 2016

Closing Date: 7 July 2016

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

Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of the people who use of service, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible

outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include:

ACT Wide Mental Health Services, Adult Acute Mental Health Services, Adult Community Mental Health Services, Alcohol and Drug Services, Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services.

Overview of the work area and position: Adult Acute Mental Health Services incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU) and the Consultation Liaison (CL) Team across the Emergency Department and The Canberra Hospital (TCH). AMHU is a 35 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. MHSSU is a sub-acute 6 bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation. The Clinical Development Nurse (CDN) is responsible for clinical teaching and the development of nursing practice within the workplace. This position reports to the AMHU Unit Manager however liaises with CNCs, managers, education providers and other stakeholders both internal to and external to the Division in support of ongoing clinical education, preceptorship, mandatory skills assessment, and competency assessment processes for nurses working in the unit as well as new graduates and post graduate registered nurses rotating through the AMHU. The CDN is required to undertake ongoing professional development and supervision and participate in QI initiatives that contribute to the improvement of processes taking place in the AMHU.

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Desirable: Post Graduate Qualification in Mental Health Nursing 2 years recent nursing experience in a mental health facility. Demonstrated experience in adult education and clinical practice development. Current driver's licence. Certificate IV in Training and Assessment. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check. be registered under the *Working with Vulnerable People (Background Checking) Act 2011*

Contact Officer: Helen Braun (02) 6174 5406 helen.braun@act.gov.au

Canberra Hospital and Health Services

Pathology

Immunoassay

Senior Scientist Endocrinology

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 26297)

Gazetted: 23 June 2016

Closing Date: 14 July 2016

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

Overview of the work area and position: ACT Pathology is a department of Canberra Hospital and Health Services offering a diagnostic pathology service to the ACT and surrounding region. The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and the branch laboratory is located at the Calvary Hospital. Endocrinology is a subsection of the Clinical Chemistry Department of ACT Pathology. Services provided include thyroid function, cardiac markers, hormone analysis (reproductive hormones and androgens), bone markers, tumour markers, haematinics and immunosuppressive drugs. Instrumentation includes the Abbott Architect ci16200, Liaison XL and Cobas e411. Under the direction of the Director of Clinical Chemistry and the Chief Scientist of Clinical Chemistry the successful applicant will be responsible for the day to day management of the diagnostic Endocrinology subsection of the department. The successful applicant will liaise with the leadership team (Clinical Directors, Principal Scientist and Chief Scientists) to provide leadership, strategic planning and optimal operational management.

Eligibility/Other Requirements: Mandatory: A science degree or equivalent relevant qualifications. Desirable: Experience in general clinical chemistry will be highly desirable. Prior to commencement the successful candidate will be required to undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: The successful applicant will be required to participate in the out of hour's rosters and must be committed to personal development.

Contact Officer: Simon Newton (02) 6244 2843

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

CAMHS South Mental Health Clinician

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 37046, several)

Gazetted: 23 June 2016

Closing Date: 7 July 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation.

Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services (ACT Wide MHS); Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS); and Justice Health Services (JHS). Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. The CAMHS community teams are made up of multi disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to HP1 and HP2 clinicians. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); Tertiary qualifications or equivalent in Psychology, Social Work or Occupational Therapy with current ACT registration and eligibility for membership of the appropriate professional organisation; Must hold a current ACT driver's licence; Applicants must have a minimum of 12 months paid work experience, post qualification in a related/relevant organisation/service. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check; and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Desirable: Experience in working with children and young people.

Note: This vacancy is to fill two permanent, full-time positions at CAMHS South (please note that part-time applications won't be considered). An Order of Merit may be used to fill future identical full time permanent vacancies in either the North or South Community Teams within a 12 month period.

Contact Officer: Elloise Barry (02) 6205 1050

Canberra Hospital and Health Services

Medicine

Cardiorespiratory Physiotherapist

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 28845)

Gazetted: 23 June 2016

Closing Date: 7 July 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Acute Support Physiotherapy is seeking suitably experienced Cardiorespiratory Physiotherapists to join our dynamic and innovative department. The position is a permanent full time position based at the Canberra Hospital.

Eligibility/Other Requirements: Mandatory: Degree or Diploma in Physiotherapy or equivalent qualifications. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence.

Desirable: At least three years work experience

Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: You will be required to participate in an overtime roster.

Contact Officer: Kerry Boyd (02) 6244 2670 kerry.boyd@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

WCH Operational

Personal Assistant

Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 29707)

Gazetted: 23 June 2016

Closing Date: 30 June 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: An exciting opportunity exists for a dynamic and motivated person interested in the position of Personal Assistant to the Executive Director of Women, Youth and Children. This position provides a high level of administrative support to the Executive Director as well as support to the WYC Executive Unit. Applicants will be required to have excellent communication skills, ability to prioritise workloads, provide a high level of secretariat support to a number of committees, diary management and event coordination. Experience with government correspondence and process is important as well as the ability to coordinate the fluent administration of the WYC Executive Office. This position is located in Centenary Hospital for Women and Children in Woden.

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

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

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

Canberra Hospital and Health Services

Surgery, Oral Health and Imaging

Surgical Wards

Surgery and Oral Health

Registered Nurse Level 1 \$61,683 - \$82,398, Canberra (PN: 32789, several)

Gazetted: 23 June 2016

Closing Date: 30 June 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Surgical and Oral Health are seeking enthusiastic and experienced Registered Nurses to apply to fill vacant positions on the surgical wards. These wards include Ward 10A - General Surgery and Ophthalmology, 9B - Neurosurgical, 6B - Cardiothoracic, Urology and Vascular, 5A - Orthopaedics and 5B - Orthopaedics, Oral Maxillofacial, Plastics and ENT.

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: There are several permanent positions available for filling. Successful applicants will be required to work a 24 hour rotating roster. Please refer to Registered Level 1 Duty Statement.

Contact Officer: Clair Collins (02) 6244 2364 clair.collins@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Justice Health Services

Justice Health Services Primary Health Team

Registered Nurse Level 1 \$61,683 - \$82,398, Canberra (PN: 34010)

Gazetted: 23 June 2016

Closing Date: 7 July 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Justice Health Services Primary Health Team is part of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) which is a contemporary evidence based service providing high quality care. Justice Health Services (JHS) Primary Health Team provides high quality primary healthcare to people located within the Alexander Maconochie Centre (AMC), Symonston Correctional Centre (SCC) and young people at Bimberi Youth Justice Centre (BYJC). Overview of the work area and position: It is expected that you will complete induction assessments, planning, implementing and discharge care of clients using a collaborative primary health care model within a custodial setting. You will be required to work at various JHS sites and provide nursing care to people accessing healthcare at Hume Health Centre, Bimberi Youth Justice Centre and the Symonston Detention Centre. You will also be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Enrolled Nurses.

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Tash Lutz (02) 6207 2843 tash.lutz@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Women's and Babies

Casual Register-Registered Midwife

Registered Nurse Level 1 \$61,683 - \$82,398, Canberra (PN: 05944, several)

Gazetted: 23 June 2016

Closing Date: 07 July 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Centenary Women's and Children's Hospital is seeking experienced Midwives to fill casual positions on our casual pool. The casual pool provides backfill to all areas of maternity including, Post Natal, Antenatal and the Birthing unit. We are looking for flexible staff to be available for a range of shifts.

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency as a Midwife. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: These positions are casual. Selection for this process may be based on application and referee reports only.

Contact Officer: Josephine Forrest (02) 6174 7582 josephine.forrest@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Women's and Babies

Registered Midwife

Registered Nurse Level 1 \$61,683 - \$82,398, Canberra (PN: 31456, several)

Gazetted: 23 June 2016

Closing Date: 7 July 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Centenary Hospital for Women and Children, as part of ACT Health, have temporary full-time and part-time positions

available in their Birthing Unit. We are seeking experienced Midwives with a good team spirit to fill these positions.

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency as a Midwife. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*

Notes: There are permanent positions available within the Birthing, Antenatal and Postnatal Units.

Contact Officer: Josephine Forrest (02)6174 7582 josephine.forrest@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Justice Health Services

Enrolled Nurse - Justice Health Services

Enrolled Nurse Level 2 \$60,728, Canberra (PN: 17371)

Gazetted: 23 June 2016

Closing Date: 7 July 2016

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

Overview of the work area and position: The Justice Health Services Primary Health Team is part of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) which is a contemporary evidence based service providing high quality health care. The service aims to provide collaborative care involving the patient and other key services.

It is expected that in this position you will provide clinical support to assist in the clinical nursing care and treatment of a patient in a secure environment. You will be required to undertake professional development and supervision participate in quality initiatives and contribute to the multidisciplinary team process.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) as an Enrolled Nurse. Desirable: Current passenger vehicles driver's licence. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Tash Lutz (02) 6207 2841 tash.lutz@act.gov.au

Canberra Hospital and Health Services

Medicine

Resources

Respiratory Scientist

Health Professional Level 2 \$59,971 - \$82,328, Canberra (PN: 31210)

Gazetted: 23 June 2016

Closing Date: 30 June 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Department of Respiratory and Sleep Medicine is seeking a suitably qualified individual to join the Respiratory Physiology Laboratory. The role will provide high quality laboratory service delivery in routine and complex diagnostic physiological measurements to consumers. Additional responsibilities include involvement in various quality assurance and education activities.

Eligibility/Other Requirements: Bachelor of Science or equivalent undergraduate study with physiology component (Allied Health and/or Medical Sciences). Current driver's licence. Previous experience performing respiratory physiology measurement is essential. Experience working with paediatric patients is advantageous. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check; and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Derek Figurski (02) 6244 2066

Canberra Hospital and Health Services

Medicine

Acute Support Service

Occupational Therapist

Health Professional Level 2 \$59,971 - \$82,328, Canberra (PN: 20505)

Gazetted: 23 June 2016

Closing Date: 30 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. They were developed by us, for us and are unique to our work. Overview of the work area and position: Acute Support Occupational Therapy is responsible for the delivery of Occupational Therapy services to the acute areas of the Canberra Hospital, and ensuring that individual patients' needs are met from the perspective of our profession while contributing to the safe and timely discharge of patients to their home environments in line with State and Federal requirements. We seek an enthusiastic Health Professional Level 2 Occupational Therapist to join our team on a permanent basis. This position forms part of our rotational workforce and the successful applicant will be expected to rotate across a number of clinical areas on a six month or twelve monthly basis. Under supervision, you will play a key role in providing day to day occupational therapy to a range of patients within a designated caseload area. Through your work you will also assist in meeting the caseload requirements of the broader Acute Occupational Therapy Team.

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

Contact Officer: Domenico Tripodi (02) 6244 3286 domenico.tripodi@act.gov.au

Canberra Hospital and Health Services

Women Youth and Children

Child, Youth and Women Health Program

MACH Administration Assistant

Administrative Services Officer Class 3 \$58,278 - \$62,720, Canberra (PN: 28378, several)

Gazetted: 23 June 2016

Closing Date: 30 June 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. This position provides a high level of administrative support to enable delivery of quality clinical services for the Maternal and Child Health and the Allied Health teams located in Tuggeranong, Belconnen and Gungahlin. This is an excellent opportunity to join a professional and caring team who provide quality care for families and children in the Canberra community. Well developed oral and written communication skills and advanced computer skills are required. Sound organisational skills and an ability to prioritise workloads are important. Overview of the work area and position: The Women, Youth and Children Community Health Programs deliver a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team. Under the direction of the Nurse Manager and the support of the Divisional Operational Manager the position provides a high level of customer service and administrative support to the MACH and Allied Health Services based in their area.

Eligibility/Other Requirements: A background in health administration experience would be an advantage. To be successful in this position, it is expected that the successful candidate will have the following attributes: Strong organisational skills with a high degree of drive. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs. High attention to detail.

Desirable: Previous experience in administrative support.

Mandatory: A current driver's licence is essential.

Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: There is currently one full-time permanent position and two full-time temporary positions. These positions are located at Tuggeranong, Belconnen or Gungahlin Health Centres and all applicants will be sought through this process.

Contact Officer: Tarryn Guinard (02) 6174 7491

Canberra Hospital and Health Services

Surgery, Oral Health and Medical Imaging

Surgical Wards

Enrolled Nurse

Enrolled Nurse Level 1 \$55,944 - \$59,772, Canberra (PN: 17649, several)

Gazetted: 23 June 2016

Closing Date: 30 June 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Surgery and Oral Health are seeking enthusiastic and experienced Enrolled Nurses to fill vacant positions across the Surgical Wards. These wards include Ward 10A-General Surgery and Ophthalmology, Ward 9B-Neurosurgery, Ward 5A-Orthopaedics and Ward 5B-Orthopaedics, Oral Maxillofacial, ENT and Plastics. Successful applicants will be required to work a 24hour rotating roster. Please refer to Enrolled Nurse Level 1 Duty Statement.

Eligibility/Other Requirements: Mandatory: Registered or is eligible for registration as an Enrolled Nurse with the Australian Health Practitioner Regulation Agency. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*

Notes: These are temporary positions for a period of 12 months with the possibility of extension.

Contact Officer: Clair Collins (02) 6244 3375 clair.collins@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

Emergency Services Agency

ACT State Emergency Service

Senior Manager Operations and Governance

Senior Officer Grade A \$133,383, Canberra (PN: 07718)

Gazetted: 16 June 2016

Closing Date: 7 July 2016

Details: A dynamic and enthusiastic person is sought for the position of Senior Manager, Operations and Governance with the ACT State Emergency Service (ACTSES). You will be responsible to the Chief Officer for leadership and management of SES Operational functions, reporting and compliance. You will ensure effective Governance of the service and contribute to the development of policy across the Emergency Services Agency. You will be responsible for working with management, staff and volunteers of the ACTSES to ensure that appropriate and effective strategies, plans and policies are implemented to meet the needs of the community and the Service. You will be skilled in developing and maintaining effective working relationships with key stakeholders and will have previously managed, planned and evaluated risk assessment activities. The occupant of the position may be required to exercise the responsibilities of the Deputy Chief Officer ACT SES under the *Emergencies Act 2004*. The successful applicant will be required to perform duties outside of normal business hours to support major incidents or during a declared state of alert/emergency.

Notes: Applications should be in writing addressing the selection criteria. Applicants selected for interview will be required to provide two written referee reports at the interview. 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: Conrad Barr (02) 6207 8400 conrad.barr@act.gov.au

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

Emergency Services Agency

ACT Ambulance Service

Operations

Communications Centre Co-ordinator

Ambulance Support Officer 4 \$67,119 - \$75,852 + shift penalties/+ overtime, Canberra (PN: 31667, several)

Gazetted: 20 June 2016

Closing Date: 4 July 2016

Details: The ACT Ambulance Communications Centre Co-ordinator has responsibility to manage the functions of the communications centre to ensure appropriate ambulance response to community need. Engagement with internal and external stakeholders is a key requirement for this position, as is adherence to current policies and procedures to ensure best practice service delivery. The position requires the successful candidate/s to work a rotating shift pattern of 12 hour shift (day; day; night; night) roster as per the ACT Ambulance Service Enterprise Agreement 2013-2017.

Eligibility/ Other Requirements: Mandatory qualifications Certificate IV Ambulance Communication or equivalent qualifications as an Emergency Ambulance Dispatcher with a minimum one year experience as Emergency Dispatcher. Current First Aid Certificate. Minimum touch typing skills of 30 words per minute with accuracy of 95%. Typing competence of 40 wpm at 95% accuracy must be achieved within eight weeks of commencing employment.

Note: Applications should include all of the following items: A completed Application Cover Sheet; Your claims/submission against the selection criteria; a brief employment history/resume; a completed Statutory Declaration and a completed consent to release of personal and medical information.

Contact Officer: Jon Wood (02) 6205 4822 jon.wood@act.gov.au

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

ACT Law Courts and Tribunal

Executive

Executive Assistant

Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 42325)

Gazetted: 21 June 2016

Closing Date: 5 July 2016

Details: The ACT Law Courts and Tribunal Administration is seeking a highly organised and self motivated person to perform the role of Executive Assistant. This is a key position working to provide administrative and personal support to both the Principal Registrar of the Administration and the Registrar of the ACT Magistrates Court. This is a varied and dynamic role and is ideally suited to a highly proactive and adaptable individual with previous experience as an Executive/Personal Assistant who possesses outstanding communication skills, have an eye for detail and be adept at meeting tight deadlines in a busy working environment, under limited direction. The role requires highly developed interpersonal skills and the ability to maintain confidentiality and discretion.

Eligibility/Other Requirements: Previous experience as an Executive/Personal Assistant. Previous experience in a legal/court environment would be highly regarded. A current driver's licence. The willingness to work outside standard work hours.

Contact Officer: Philip Kellow (02) 6205 9772 philip.kellow@act.gov.au

Legal Aid Commission

Litigation Practice

Administrative Support Officer

Administrative Service Officer Class 2 \$51,436 - \$56,796, Canberra (PN: TBA)

Gazetted: 22 June 2016

Closing Date: 28 June 2016

Details: Full time vacancies exist in our Legal Practices for suitably qualified persons with strong administrative skills. You will be required to undertake a range of administrative support tasks and assist in the provision of services to clients.

Contact Officer: Victoria Lennon (02) 6243 3443 victoria.lennon@legalaidact.org.au Applications can be forwarded to: hr@legalaidact.org.au or the HR Manager, GPO Box 512, Canberra, ACT 2601

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**

Infrastructure Roads and Public Transport

Public Transport

ACTION

Road Transport Heavy Vehicle Mechanic

TGSO5/TGSO6/TGSO7 Workshop Staff \$69,963 - \$78,829, Canberra (PN: NSW012, several)

Gazetted: 20 June 2016

Closing Date: 5 July 2016

Details: ACTION is seeking suitably qualified and experienced individuals to fill Heavy Vehicle Mechanic positions on a temporary basis within the Operational Fleet section. The positions, working as part of a workshop team, will be responsible for undertaking repair and maintenance tasks on all models of ACTION's bus fleet. The successful applicant will have demonstrated qualifications and experience in a heavy vehicle maintenance industry, the ability to work in a time pressured environment and a focus on safety and producing quality outcomes. The ACT Public Service is committed to building a culturally diverse workforce and inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Appropriate Trade Qualifications and or relevant certificates. The ability to acquire and maintain a HR licence and work according to shiftwork and at any designated ACTION location.

Note: These are temporary positions available for a period of up to six months with possibility of extension and/or permanency from this process. These positions will be filled at any of the TGSO5/TGSO6/TGSO7 Workshop Staff levels depending on the skills qualifications and experience of the successful applicant.

Contact Officer: Paul Mascord (02) 6207 7573 paul.mascord@act.gov.au

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

APPOINTMENTS

Chief Minister, Treasury and Economic Development

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

Te Aroha Going 847-04354, Section 68(1), 20 June 2016

Infrastructure Officer 5 \$138,572

John Pooley 844-76216, Section 68(1), 10 June 2016

Environment and Planning

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

Anna McGuire 846-88366, Section 68(1), 16 June 2016

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

Katherine Marie Roggeveen 848-77140, Section 68(1), 4 July 2016

Health

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

Aimee Hawkins 847-27329, Section 68(1), 17 June 2016

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

Ashley Hodak 845-20205, Section 68(1), 17 June 2016

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

Judy Wing 842-90155, Section 68(1), 17 June 2016

Justice and Community Safety

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

Richard Shortt 848-76586, Section 68(1), 11 July 2016

TRANSFERS

Chief Minister, Treasury and Economic Development

Daniel Laundess: 820-77051

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 36998) (Gazetted 6 May 2016)

Tony Spasenoski: 780-02620

From: Senior Officer Grade C \$104,967

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade C \$97,514 - \$104,967

Chief Minister, Treasury and Economic Development, Canberra (PN. 37000) (Gazetted 11 May 2016)

Community Services

Michelle McGaurr: 730-33516

From: Senior Officer Grade C \$97,514 - \$104,967

Community Services

To: Senior Officer Grade C \$97,514 - \$104,967

Community Services, Canberra (PN. 30728) (Gazetted 29 April 2016)

Health

Karen Fisher: 739-66324

From: \$98,207 - \$102,249

Health

To: Registered Nurse Level 2 \$85,659 - \$90,789

Health, Canberra (PN. 20212) (Gazetted 7 April 2016)

Michele Mortlock: 260-8431

From: Registered Nurse Level 2 \$85,659 - \$90,789

Health

To: Registered Nurse Level 2 \$85,659 - \$90,789

Health, Canberra (PN. 17856) (Gazetted 12 May 2016)

PROMOTIONS

ACT Audit Office

Financial Audit

Timothy James Larnach: 779-99158

From: Senior Audit Manager \$114,992 - \$133,383

ACT Audit Office

To: †Audit Band 2 - Principal \$139,061

ACT Audit Office, Canberra (PN. 42803) (Gazetted 5 April 2016)

Chief Minister, Treasury and Economic Development

Access Canberra

Community, Business and Transport Regulation

Transport Regulation

Alicia Curtis-Cocks: 844-76312

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. 31761) (Gazetted 6 May 2016)

Enterprise Canberra

Executive

Sarah Louise Kalleske: 517-33060

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

Justice and Community Safety

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 24866) (Gazetted 26 May 2016)

Access Canberra

Community, Business and Transport Regulation

Transport Regulation

Leanne Beverley Woolfe: 821-20793

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. 36999) (Gazetted 6 May 2016)

Community Services

Disability ACT

Child Development Service

Claire Elizabeth Bennett: 835-92856

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

Community Services

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

Community Services, Canberra (PN. 36147) (Gazetted 17 May 2016)

Office of the Director-General

Executive Office

Executive Office

Amy Corrigan: 836-13979

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

Community Services

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

Community Services, Canberra (PN. 19415) (Gazetted 25 February 2016)

Service Strategy and Community Building

Service Strategy

Regulation, Oversight and Quality Services

Heather McKeon: 735-29407

From: Disability Support Officer Level 3 \$75,186 - \$79,696

Community Services

To: †Senior Officer Grade C \$97,514 - \$104,967

Community Services, Canberra (PN. 35719) (Gazetted 20 November 2015)

Education

Office for Schools

Tuggeranong Network

Caroline Chisholm School

Mark Rodney de Rooy: 821-25244

From: Building Service Officer \$42,211 - \$46,293

Education Directorate

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

Education, Canberra (PN. 36450) (Gazetted 29 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

Office of Deputy Director General

Kylie Gstrein: 844-80864

From: Administrative Services Officer Class 1 \$45,706 - \$50,280

Community Services

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

Education, Canberra (PN. 14718) (Gazetted 16 May 2016)

Office for Schools

South and Weston Network

Curtin Primary School

Mark Sedgman: 261-30364

From: Building Service Officer \$42,211 - \$46,293

Education

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

Education, Canberra (PN. 35958) (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.

Health

Canberra Hospital and Health Services

Medicine

Ashlee Bumpus: 825-47869

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. 21979) (Gazetted 21 April 2016)

DDG Strategy and Corporate

People, Strategy and Services

Ben Flood: 838-52865

From: Administrative Services Officer Class 2 \$51,436 - \$56,796

Health

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

Health, Canberra (PN. 29787) (Gazetted 10 March 2016)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

Felicity O'Neil: 834-53477

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

Health

To: †Health Professional Level 4 \$97,514 - \$104,967

Health, Canberra (PN. 24304) (Gazetted 12 May 2016)

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Alcohol and Drug Program

Daniel Panozzo: 775-59427

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

Health

To: †Health Professional Level 4 \$97,514 - \$104,967

Health, Canberra (PN. 27580) (Gazetted 28 April 2016)

Canberra Hospital and Health Services

HealthCARE Improvement

Merryn Peatling: 813-59380

From: Registered Nurse Level 2 \$85,659 - \$90,789

Health

To: †Registered Nurse Level 3.2 \$111,021

Health, Canberra (PN. 16024) (Gazetted 17 March 2016)

Justice and Community Safety

ACT Emergency Services Agency

Commissioner's Office

Raouf Ben Amin: 779-81652

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

Justice and Community Safety

To: †Senior Officer Grade B \$114,847 - \$129,290

Justice and Community Safety, Canberra (PN. 22586) (Gazetted 25 August 2015)

ACT Corrective Services

Custodial Operations

Corrections Psychological and Support Services

Amy Rugendyke: 836-15114

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

Justice and Community Safety

To: †Senior Professional Officer Grade C \$97,514 - \$104,967

Justice and Community Safety, Canberra (PN. 14398) (Gazetted 27 April 2016)

Territory and Municipal Services

Parks and Territory Services

City Services

Place Management

Shannon Walker: 821-08823

From: General Service Officer Level 5/6 \$50,666 - \$55,760

Territory and Municipal Services

To: †General Service Officer Level 9 \$67,119 - \$75,852

Territory and Municipal Services, Canberra (PN. 00500) (Gazetted 8 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.