



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 08 December 2016**

## VACANCIES

### Chief Minister, Treasury and Economic Development

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

#### Shared Services

##### Shared Services, Information and Communication Technology Team

##### Business Application Management

##### Critical Systems – Systems Administrator

##### Senior Officer (Technical) Grade C \$98,977 - \$106,542, Canberra (PN: 23380)

Gazetted: 13 December 2016

Closing Date: 20 December 2016

Details: The Shared Services ICT Health Directorate Team is currently seeking expressions of interest from suitably experienced personnel for a Systems Administrator role. The successful candidate will be responsible for managing the technical components for a number of the Health Directorates critical systems.

Eligibility/Other Requirements: The possession of, or the ability to attain, a Baseline security clearance is a requirement. Educational and professional qualifications checks may be undertaken prior to employment.

Qualification or proven experience in the application of ITIL methodologies is highly desired. Experience in and/or knowledge of the Health environment including an understanding of hospital systems would be an advantage. This position may be required to participate in an out-of-hours on-call roster.

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

Contact Officer: Peter McNiven (02) 6205 3852 [peter.mcniven@act.gov.au](mailto:peter.mcniven@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.

#### Revenue Management Division

##### Support

##### Legal Services Unit

##### Senior Legal Officer

##### Senior Officer Grade C/ Legal 1 \$98,977 - \$122,596, Canberra (PN: 38055, several)

Gazetted: 13 December 2016

Closing Date: 20 December 2016

Details: The Revenue Management Division is looking for a motivated Legal Professional to join the newly established Legal Services Unit. The Branch works closely with the ACT Government Solicitor (ACTGS) and key internal stakeholders to facilitate the delivery of legal services and provide advice to the Commissioner for Revenue. The Unit is also responsible for managing the litigation profile of the Office in conjunction with the ACTGS. The Senior Legal Officer is responsible for providing high level legal advice to the Commissioner for Revenue and other key stakeholders on matters relating to taxation administration. One of their key responsibilities is the management of the Office's relationship with the ACTGS and key internal stakeholders, with a view to continuing the delivery of high quality legal services in a sustainable and efficient manner. This position requires a motivated individual that has experience providing advice and support to internal stakeholders and an ability to represent the Commissioner in complex external stakeholder environments.

Eligibility/Other Requirements: Tertiary qualifications in Law are mandatory. Eligibility for admission to the ACT Supreme Court, the High Court, or the Supreme Court of a State or another Territory is desirable. Experience advising on Territory Revenue Laws would be an advantage.

Note: The role may be filled as either a Senior Officer Grade C or a Legal 1 level having regard to experience and qualifications required for approval under the Law Officers (General) Legal Services Directions 2012. Applicants for

the role should provide responses to each selection criteria, a current curriculum vitae and at one or two referee reports. Contact details of additional referees should also be provided in the Application Coversheet. Selection may be based on application and referee reports only. An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months.

Contact Officer: Morgan Bryant (02) 6207 0066 [morgan.bryant@act.gov.au](mailto:morgan.bryant@act.gov.au)

#### **Shared Services**

##### **Technology Services**

##### **Service Assurance**

##### **Configuration Management**

##### **Senior Officer (Technical) Grade C \$98,977 - \$106,542, Canberra (PN: 01298)**

Gazetted: 12 December 2016

Closing Date: 19 December 2016

Details: Service Assurance is seeking an experienced Configuration Manager who is responsible for the planning, implementation and ongoing maintenance of the Shared Services ICT Configuration Management process. This includes coordinating the development of policies, standards and procedures in line with the requirements of each Shared Services ICT branch, developing and maintaining the Configuration Management data model and planning ongoing improvements and expansion where identified and approved by the Shared Service ICT Executive.

Contact Officer: Phil Kerin (02) 6207 1478 [phil.kerin@act.gov.au](mailto:phil.kerin@act.gov.au)

#### **Workplace Capability and Governance Division**

##### **Public Sector Workplace Relations Section**

##### **Senior Policy Officer**

##### **Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 13032)**

Gazetted: 12 December 2016

Closing Date: 2 January 2017

Details: The Workforce Capability and Governance Division are seeking a Senior Policy Officer. Under limited direction, the Senior Policy Officer will: Assist in the development, implementation and review of best practice industrial relations policy and procedure. Assist in the negotiation of ACT public sector enterprise agreements. Interpret and provide comprehensive advice on the content of enterprise agreements and associated employment related legislative provisions. Assist with the building of productive relationships within the Division and with stakeholders. Prepare briefs, submissions, reports and other complex documents for the Chief Minister, Minister for Industrial Relations and Executives of the Directorate.

Contact Officer: Peter Gillin (02) 6205 0307 [peter.gillin@act.gov.au](mailto:peter.gillin@act.gov.au)

#### **Land Development Agency**

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

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

##### **Administrative Services Officer Class 6/Senior Officer Grade C \$78,644 - \$106,542, Canberra (PN: 38031, several)**

Gazetted: 09 December 2016

Closing Date: 16 December 2016

Details: The Land Development Agency (LDA) is seeking highly motivated Project/Policy Officers for a 12 month period to assist and support the initial development and implementation of the LDA quality management system. The successful candidates will report to the Senior Manager Quality Systems and assist in standardised document management protocols for policies and procedures covering the full range of land development activities. This project is to ensure LDA continues to meet specified quality objectives in decision making and the applicable legislative requirements. This is an exciting project to be a part of, that you will enter at inception and be able to see through to completion. If you are a self-driven individual that is skilled in record management and policy and procedure development the LDA would like to hear from you.

Note: This is a temporary position available for a period of 12 months with the possibility of extension. This position will be filled at either the ASO 6 or SOG C level dependant on qualifications, skills and experience of the successful applicant.

Contact Officer: Jayne Hines (02) 6207 8881 [jayne.hines@act.gov.au](mailto:jayne.hines@act.gov.au)

**Access Canberra**

**Licensing and Registrations Branch**

**Construction and Workplace Licensing**

**Team Leader, Licensing**

**Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 18924)**

Gazetted: 13 December 2016

Closing Date: 6 January 2017

Details: Access Canberra is a new ACT Government service that brings together shopfronts and regulatory services, including Canberra Connect. 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 experience. The Construction and Workplace Licensing Team of Access Canberra is looking for an innovative individual to lead the way in developing exciting and new ways for Access Canberra to interact with its construction and work safety audiences. The individual will be responsible for driving change on behalf of the Construction Occupations Registrar, the Regulator of Work Health and Safety and Registrar of the ACT Architects Board. The individual needs to possess excellent interpersonal skills and presentation skills along with the ability to lead the team in delivering functions in accordance with Access Canberra's principles.

Note: This position is temporary available for up to twelve months. Please be advised interviews will be conducted in 2017.

Contact Officer: Megan Corrigan (02) 6207 7665 [megan.corrigan@act.gov.au](mailto:megan.corrigan@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.

**Workforce Capability and Governance**

**Public Sector Management**

**Professional Standards Unit**

**Investigator**

**Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 32540)**

Gazetted: 08 December 2016

Closing Date: 22 December 2016

Details: The successful applicant will be required to undertake sensitive and complex administrative/workplace investigations in accordance with relevant administrative law principles, legislative employment and industrial frameworks. Applicants must have highly developed analytical and research skills and attention to detail and the capacity to apply these skills in the investigative context. The role requires exceptional written and oral communication skills, proven ability to prepare logical, well written and thorough statements and reports and the ability to work as part of a small team under limited supervision, displaying excellent judgement, decision making and problem solving skills.

Eligibility/Other Requirements: Relevant qualifications such as Certificate IV in Government Investigations and/or a HR related disciplines are essential. Educational and professional qualifications checks may be undertaken prior to employment. Criminal history checks will be conducted prior to employment.

Contact Officer: Clare Brookes (02) 6205 0615 [clare.brookes@act.gov.au](mailto:clare.brookes@act.gov.au)

**Shared Services ICT**

**Executive**

**Executive branch**

**Executive Assistant**

**Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 14624)**

Gazetted: 13 December 2016

Closing Date: 27 December 2016

Details: The successful applicant will be required to provide confidential and effective administrative and secretarial support to the Shared Services ICT Executive Director. A demonstrated ability to examine, track, disseminate and monitor all correspondence and maintain appropriate filing systems is crucial.

Contact Officer: Danielle Rutter (02) 6207 8107 [danielle.rutter@act.gov.au](mailto:danielle.rutter@act.gov.au)

**Sales, Marketing and Property Management**

**Venues Canberra**

**National Arboretum Canberra**

**Administration Support Officer**

**Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 37854)**

Gazetted: 13 December 2016

Closing Date: 29 December 2016

Details: The National Arboretum Canberra is looking for a motivated and skilled Assistant Administration Officer to assist the Business Support Officer in all aspects of office administration tasks. You will have strong skills in Microsoft Office suite of software, have attention to detail and an ability to be able to prioritise your workload. You will be able to perform a range of support duties that may include coordinating meetings, minute taking, records management, processing personnel documents, managing office machines, distribution and follow up of incoming/outgoing documents including mail and other documentation. Experience in similar roles would be an advantage.

Note: This position is being readvertised as a permanent vacancy, previous applicants will be considered and need not reapply.

Contact Officer: Kara Highfield (02) 6205 5082 kara.highfield@act.gov.au

**Shared Services ICT**

**Technology Services**

**Chief Technology Officer**

**Executive Level 1.3 \$224,134 - \$233,847 depending on current superannuation arrangements, Canberra (PN: E483)**

Gazetted: 14 December 2016

Closing Date: 20 December 2016

Details: Shared Services is seeking expressions of interest from suitably qualified applicants for the position of Chief Technology Officer. The position of Chief Technology Officer is responsible to lead, manage and drive the strategic direction of Shared Services ICT technology with timely, cost-effective and robust technology infrastructure and strategies for the ACT Government. The role oversees the effective provision of customer focused strategies and day-to-day operational ICT services to all ACT Government directorates. The successful applicant will require knowledge and experience in managing and leading complex ICT technology services including desktops, networks, platforms, and technologically diverse ICT projects.

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

Contract: The successful applicant will be engaged on a short-term contract for a period of up to six months, commencing ASAP. This position is available to current ACT Public Service employees only.

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

**Procurement and Capital Works**

**Health Infrastructure Program**

**Director, Health Infrastructure Procurement**

**Executive Level 1.3 \$224,134 - \$233,847 depending on current superannuation arrangements, Canberra (PN: E553)**

Gazetted: 13 December 2016

Closing Date: 9 January 2017

Details: Chief Minister, Treasury and Economic Development Directorate is seeking an energetic and effective leader for the position of Director, Health Infrastructure Procurement Branch.

Reporting to the Executive Director, Procurement and Capital Works (PCW), the Director, Health Infrastructure Procurement is responsible for the procurement and delivery of health infrastructure projects and the provision of complex advice on health infrastructure under the ACT Government's Health Infrastructure Program (HIP). The Director leads and manages a team of approximately eighteen staff and is responsible for ensuring the delivery of effective and efficient government procurement outcomes.

Individuals who believe they have the relevant leadership qualities and experience to effectively drive procurement and project management outcomes, while managing a diverse range of stakeholders, are invited to

submit an application that addresses the responsibilities, Executive Capabilities and position-specific criteria in the Position Description.

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

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

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

Contact Officer: George Tomlins (02) 6207 8944 [george.tomlins@act.gov.au](mailto:george.tomlins@act.gov.au)

## **Communications**

### **Whole of Government Communications**

#### **Senior Manager Whole of Government Communications**

##### **Senior Officer Grade A \$135,384, Canberra (PN: 37685)**

Gazetted: 09 December 2016

Closing Date: 16 December 2016

Details: An opportunity is available for a talented government communicator with high level stakeholder engagement experience to lead whole of government strategic communications for the central agency. Leading a small team, the Manager is responsible for a range of cross-government communications initiatives including coordination of strategic communications activities for key priorities and projects, delivery of internal and external communications products, and oversight of ACT Government branding guidelines and campaigns.

Eligibility/Other Requirements: Relevant tertiary qualifications will be highly regarded, and/or appropriate experience in the delivery of integrated communications strategies, preferably in a government environment.

Contact Officer: Anita Perkins (02) 6205 0035 [anita.perkins@act.gov.au](mailto:anita.perkins@act.gov.au)

## **Communications**

### **Online Services**

#### **Senior Manager Online Services**

##### **Senior Officer Grade A \$135,384, Canberra (PN: 37684)**

Gazetted: 12 December 2016

Closing Date: 19 December 2016

Details: The Chief Minister, Treasury and Economic Development Directorate is looking for an innovative and creative digital communicator to lead digital communications capability and capacity within the directorate and across the ACT Government. Supported by a small team, and working closely with the Strategic Communications and Media team, you will be responsible for the delivery of digital and traditional communications products including online content, video production, publications, websites, intranets and forums. You will also provide communications teams across government with strategy, web governance and training opportunities, and provide advice on emerging digital media opportunities and online services.

Eligibility/Other Requirements: Relevant tertiary qualifications will be highly regarded, and/or appropriate experience in the delivery of digital communications.

Contact Officer: Anita Perkins (02) 6205 0035 [anita.perkins@act.gov.au](mailto:anita.perkins@act.gov.au)

## **Access Canberra**

### **Projects, Governance and Support**

#### **Government Business and Coordination**

##### **Senior Manager, Government Business and Coordination**

##### **Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 15323)**

Gazetted: 08 December 2016

Closing Date: 15 December 2016

Details: At Access Canberra, we find innovative solutions that create positive change in our community. We are often the first point of contact for anyone wanting to interact with the ACT Government and we are working to make this process easier, simpler and faster for all. We are currently looking for an energetic, results-driven person to fill the position of Senior Manager in our Government Business and Coordination team. This team works in a fast-paced environment, preparing and coordinating Cabinet and Legislative Assembly material such as briefs, speeches and reports for all of Access Canberra. They also coordinate a number of activities across the agency, and

process Freedom of Information requests. The Senior Manager needs to be proactive and should have exceptional attention to detail while also being able to see the big picture. If this sounds like you, we want to hear from you! Note: This is a temporary position available for a six month period with the possibility of extension. Selection may be based on written application and referee reports only. Please limit Selection Criteria responses to one-two pages.

Contact Officer: Ash Balaretnaraja (02) 6207 5282 ash.balaretnaraja@act.gov.au

## **Workplace Safety and Industrial Relations**

### **Regulatory Policy**

#### **Manager, Work Safety Policy and Manager, Workers Compensation Policy**

#### **Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 19251, several)**

Gazetted: 13 December 2016

Closing Date: 10 January 2017

Details: The Regulatory Policy branch is seeking Managers to fill the position of Work Safety Policy Manager and Workers Compensation Policy Manager. The successful applicants will play a central role in ensuring the Territory's industrial relations, workers' compensation and work safety laws are operating efficiently and effectively.

Significant responsibilities include using an array of business intelligence sources to monitor scheme performance, anticipating and identifying performance issues and devising and implementing improved arrangements. The selected applicant must have strong strategic management, policy development and stakeholder engagement skills and will be required to develop and oversee multiple reform initiatives simultaneously. A good understanding of parliamentary and legislative reform processes would be well regarded.

Contact Officer: Bill Smith (02) 6205 0917 bill.smith@act.gov.au

## **Shared Services**

### **Shared Services ICT**

#### **Technology Service Delivery**

#### **Senior Technical Team Leader**

#### **Senior Information Technology Officer Grade B \$116,570 - \$131,229, Canberra (PN: 31079)**

Gazetted: 14 December 2016

Closing Date: 21 December 2016

Details: The Senior Technical Team Leader will be responsible for leading Shared Services ICT's Technical Services Delivery section in the provision of Windows and UNIX Server infrastructure and remote computing facilities to the ACT Government by building, managing and supporting robust, fit-for-purpose core infrastructure and server-based computing solutions. This position is also responsible for implementing cloud based IaaS.

Note: This is a temporary position available from the 20 January 2017 to the 20 January 2018 with the possibility of permanency. Please provide a two page response addressing the Selection Criteria along with a current curriculum vitae. Selection may be based on application only.

Contact Officer: Con Bogiatzis (02) 6207 8923 con.bogiatzis@act.gov.au

## **Community Services**

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

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

### **Corporate Services**

#### **People Management**

#### **Safety and Wellbeing**

#### **Safety and Wellbeing Advisor**

#### **Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 36479)**

Gazetted: 08 December 2016

Closing Date: 15 December 2016

Details: Reporting to the Manager Safety and Wellbeing, the primary objective of the Safety and Wellbeing Advisor is to provide high quality advice on workers' compensation and non-compensable injuries. This involves working

with Case Managers, Directorate Managers, and injured workers to achieve returns to work. The role is also responsible for informing the continuous improvement of Community Services Directorate (CSD) safety management system through identification of trends based on the collection, analysis and reporting of incident, hazard and risk data, and providing general advice on work health and safety matters. The Safety and Wellbeing Advisor provides assistance with Healthy CSD activities.

Eligibility/Other Requirements: Tertiary qualifications in Occupational, Health and Safety or in Human Resource Management are desirable.

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

Contact Officer: Bruce Hogan (02) 6205 3350 [bruce.hogan@act.gov.au](mailto:bruce.hogan@act.gov.au)

## **Corporate Services**

### **People Management**

#### **Workforce Development**

##### **Workforce Support Officer**

##### **Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 37975)**

Gazetted: 13 December 2016

Closing Date: 27 December 2016

Details: The Workforce Support Officer is responsible for planning, coordinating and managing recruitment activities, including Executive Action Requests, within the Community Services Directorate. The position supports a range of workforce development projects including maintaining the Workforce Development intranet profile. The successful Officer will have well developed organisational skills, including the ability to work under pressure and to manage competing priorities and meet deadlines.

Note: The successful applicant may be chosen from application and referee reports only.

Contact Officer: Michelle Callen (02) 6207 4433 [michelle.callen@act.gov.au](mailto:michelle.callen@act.gov.au)

## **Housing and Community Services**

### **Asset Management**

#### **Contract Management**

##### **Senior Contract Manager**

##### **Senior Officer Grade A \$135,384, Canberra (PN: 17967)**

Gazetted: 09 December 2016

Closing Date: 23 December 2016

Details: The Senior Contract Manager is a key position in Housing and Community Services driving the delivery of management and maintenance services for public housing and community facilities under the responsibility of the Community Services Directorate. The occupant of this position manages the Total Facilities Management contract and provides leadership, including strategic direction and the setting of operational priorities to the Asset Management Branch. The successful candidate will need to demonstrate that they have strong management and leadership capability, the ability to think strategically in a busy operational environment and possess excellent interpersonal and communication skills.

Eligibility/Other Requirements: Formal qualifications or experience in contract management, administration and governance are desirable. An understanding of the building or real estate industry and knowledge of the management of Quality Assurance processes is highly desirable. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required.

Contact Officer: Frank Duggan (02) 6207 5026 [frank.duggan@act.gov.au](mailto:frank.duggan@act.gov.au)

## **Housing and Community Services**

### **Asset Management**

#### **Contract Management Team**

##### **Contract Operations Manager**

##### **Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 11710)**

Gazetted: 13 December 2016

Closing Date: 3 January 2017



Details: The Asset Management Branch supports Housing and Community Services' core business of delivering appropriate housing to tenants and other eligible applicants within the ACT. The Contract Management Team is responsible for the coordination and management of the delivery of maintenance services to the portfolio through the outsourced Total Facility Manager. The Contract Operations Manager is responsible for leading and managing the Section, development of business cases for Capital Program funding, delivering strategic analysis, planning and policy advice on asset management to the Director and senior management. The successful candidate will need to have demonstrated high-level management skills, a demonstrated knowledge of, or abilities in ACT Government Procurement policy, tendering and contract management and highly effective communication skills.

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

Desirable qualifications and experience, but not essential: An understanding of the building or real estate industry and knowledge of the management of Quality Assurance processes is highly desirable.

Contact Officer: Frank Duggan (02) 6207 5026 frank.duggan@act.gov.au

## **Education**

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

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

### **Office for Schools**

#### **South and Weston Network**

#### **Arawang Primary School**

#### **Business Manager**

#### **Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 37446)**

Gazetted: 09 December 2016

Closing Date: 16 December 2016

Details: Arawang Primary School is seeking a highly experienced officer for the position of Business Manager. The successful candidate will manage the business aspects of a dynamic educational environment with high level responsibility for Human Resource, Finance, Risk and Directorate compliance management. High level knowledge and skills in management, and systems design and implementation is essential, along with communication skills to ensure outstanding service delivery. The Business Manager is required to work in partnership with the principal to ensure the needs of the school community are met and system requirements are fulfilled. The successful applicant will engage as a member of the Executive Team. Further duties include developing policies and procedures relating to facilities management, and preparation of budgets, expenditure reviews, and financial returns. The Business Manager has responsibility for supervising and developing Administrative and Education Support Officers.

Eligibility/Other Requirements: Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: [www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety). Prior to commencing in this role, a current registration issued under the *Working With Vulnerable People (Background Checking) Act 2011* will be required.

For further information on Working with Vulnerable People registration refer to

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). Desirable: Certificate IV or equivalent e.g.

Business Administration (Education), Government (School Support Services), Financial Services Knowledge of School operations First Aid qualification, or willingness to undertake appropriate training. Applicants are strongly encouraged to contact the principal for further information regarding this position. Successful applicant may be selected from application and referee reports only.

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

### **Director-General's Office**

#### **Governance**

#### **Audit and Assurance**

#### **Agency Security Officer (ASO)**

#### **Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 34299)**

Gazetted: 12 December 2016

Closing Date: 5 January 2017

Details: The Agency Security Officer (ASO) at the ACT Education Directorate is responsible for assisting the Agency Security Advisor (ASA) with effective protective security for the protection of Government resources (people, information and assets). The role is responsible for the day to day protective security, emergency management and Business Continuity; developing and implementing security policies and procedures that comply with government security requirements and standards i.e. Protective Security Policy Framework; coordinating work programs to ensure the effective management of security and emergency management; assist with security training, the investigation of security incidents and liaison with schools; and other tasks as directed by the ASA.

Eligibility/Other Requirements: This is a full-time, Designated Security Assessed Position and as such, the occupant must hold or be able to obtain a security clearance at the NegVet1 level clearance. Qualifications in protective security and emergency management are desirable. A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* or the capacity to obtain one, will be an advantage. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Margaret Head (02) 6207 1974 [margaret.head@act.gov.au](mailto:margaret.head@act.gov.au)

### **School Performance and Operations**

#### **Governance and Community Liaison**

#### **Governance and Legal Liaison**

#### **Senior Manager**

#### **Senior Officer Grade A \$135,384, Canberra (PN: 35892)**

Gazetted: 08 December 2016

Closing Date: 15 December 2016

**Details:** The Senior Manager provides leadership to the Governance and Legal Liaison section, including high level legal support and liaison, guidance on policy development and analysis, advice and support regarding the Directorate's legislative and policy frameworks and the application of that legislation and those policies. Ensure the provision of high quality briefings to the Minister and Directorate Executive and the preparation of correspondence and other written material.

**Contact Officer:** Tracy Stewart (02) 6205 5511 [tracy.stewart@act.gov.au](mailto:tracy.stewart@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**

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

#### **Child and Adolescent Mental Health**

#### **Mental Health Youth Assertive Outreach**

#### **Nurse Practitioner \$120,676, Canberra (PN: 38028)**

Gazetted: 15 December 2016

Closing Date: 12 January 2017

Details: About us: Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm

minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes. These services include: Rehabilitation and Speciality Services; Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services (JHS). Overview of the work area and position: CAMHS provides contemporary mental health services for children and young people who present with moderate to severe mental health presentations. CAMHS provides evidence-based assessment and interventions with a recovery focus. The Nurse Practitioner position will work collaboratively as part of a multidisciplinary assertive outreach team to enhance access to continued comprehensive mental health treatment for young people at high risk of developing serious, long term mental health problems, specifically those experiencing early psychosis, those at ultra high risk of developing psychosis, and those who are experiencing severe high prevalence mental illness. This role will provide assessment, treatment and clinical management to young people, within a recovery framework, facilitate group work and provide leadership and support to registered nurses, allied health professionals and allied health assistants. 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. The Nurse Practitioner will report operationally to the team Manager and professionally to the Director of Nursing of the Division.

Eligibility/Other Requirements: Be registered as a Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) with no conditions or undertakings relating to unsatisfactory professional performance or unprofessional conduct. Endorsed as a nurse practitioner with the NMBA. Successful completion of an NMBA approved program of study leading to endorsement as a nurse practitioner or a program that is substantially equivalent to an NMBA approved program of study leading to endorsement as a nurse practitioner as determined by the NMBA. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: The successful candidate will be required to be available to work within all program areas of CAMHS as service needs arise.

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

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

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

#### **ACT Wide Mental Health Services**

#### **Registered Nurse - Mental Health**

#### **Registered Nurse Level 3.1 \$99,680 - \$103,782, Canberra (PN: 15149)**

Gazetted: 15 December 2016

Closing Date: 5 January 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and 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: Rehabilitation and Specialty Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services. Overview of the work area and position: The Crisis Assessment and Treatment Team (CATT) provides access to 24 hours mental health care for the whole of the ACT. CATT is a multidisciplinary team staffed by nursing, allied health and medical professionals. CATT is a contemporary evidence-based service providing high quality community based mental health care that is guided by the principles of Recovery. The service aims to provide intensive and assertive in-home support for people experiencing acute mental health problems and assertive follow-up in the community as an alternative to inpatient admission. At this level, it is expected that you will provide skilled assessments and high quality clinical interventions with a view to achieving positive clinical outcomes. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with consumers, families, carers and agencies. It is an

expectation that you will contribute your expertise to the multidisciplinary team and provide supervision to staff at Registered Nurse Levels 1 and 2 as well as students. All team members are required to undertake professional development and supervision and participate in quality improvement initiatives.

Eligibility/Other Requirements: Approved tertiary qualifications or equivalent in nursing; be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); current registration or eligibility for registration as a Registered Nurse with the Nursing and Midwifery Board of Australia; more than 12 months nursing experience in a mental health services and a strong understanding of adult community mental health services. Post Graduate qualification in Mental Health Nursing or working towards such and a current driver's licence is desirable.

Notes: This position is required to participate in shift work, including mornings, evening, weekends, night shifts, public holidays as well as participate in an on-call roster.

Contact Officer: Karen Onley (02) 6205 1972 karen.onley@act.gov.au

## **Population Health**

### **Health Improvement**

#### **Epidemiology**

#### **Senior Epidemiologist**

#### **Health Professional Level 4 \$98,977 - \$106,542, Canberra (PN: 25499)**

Gazetted: 15 December 2016

Closing Date: 12 January 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Population, Health Protection and Prevention Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and reports to the Director General of ACT Health. The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report. The Health Improvement Branch is responsible for improving the health and well being of the ACT population through promoting healthy behaviours and lifestyles and providing ongoing monitoring and evaluation of health programs and policy. The Branch includes the ACT Cancer Registry, ACT Cervical Screening Program, Epidemiology, Health Promotion, the Health Promotion Grants Program, and Population Health Research and Evaluation. The Epidemiology Section contributes to the improvement of the health of the ACT population by providing timely and accurate population health statistics and information that is used to inform health policy and programs. The successful applicant will provide high level support for the Epidemiology Section by specialist epidemiological advices in designing, conducting, analysing and reporting of population health data/projects/studies. The successful applicant will also perform tasks such as managing the delivery of population health surveys in ACT, facilitating the dissemination of population health information, liaising with stakeholders, preparing minutes and briefing papers and interpreting and presenting population health statistics. Applicants should have excellence epidemiological/biostatistical skills, good project management skills, excellent comprehension and writing skills, an ability to meet deadlines, be self-directed and able to work with minimal supervision. They should also be able to liaise and communicate effectively.

Eligibility/Other Requirements: The successful applicant must hold at least a qualifications in Science (Health Science) (major in Epidemiology or Biostatistics); or Bachelor of Public Health (major in Epidemiology). Selection to this position requires proof of qualification and registration or membership with the appropriate registration authority or association within Australia. Certified copies of the required information must be provided to the appropriate supervisor/manager, prior to the commencement of duties. To meet the competencies required for this position, it is highly desirable that applicants have a post graduate Degree in Epidemiology or Biostatistics related to health or equivalent is desirable. Experiences in one or more of the following areas are highly desirable: Monitoring and measuring Population Health outcomes; data linkage and its implication of on population Health outcomes; Population Health Survey (design and analysis). Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Hai Phung (02) 6205 2609 hai.phung@act.gov.au

## **Canberra Hospital and Health Services**

### **HealthCARE Improvement**

#### **Policy Advisory Team**

### **Quality Officer**

**Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 16055, several)**

Gazetted: 15 December 2016

Closing Date: 22 December 2016

Details: Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The role of the Clinical Safety and Quality Unit (CSQU) is to promote and facilitate a culture of excellence, innovation, education and research in healthcare improvement through a framework designed for the delivery of a safe and reliable healthcare system. This is achieved through safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation; continually improving the quality of the services through active teaching, coaching, facilitation of improvement programs and the provision of information for service improvement. The structure of CSQU is aligned with the key elements of high quality health care, which includes: Clinical Governance Unit which incorporates the Patient Safety and Clinical Effectiveness Units; Quality Improvement Unit which includes the Patient Experience Unit, Education and Research, accreditation Hub and SIP coordination. The Quality Officer role sits within the Quality Improvement Team in CSQU and manages key strategic clinical quality improvement activities across Canberra Hospital and Health Services using science improvement methodology. The position works independently and within a team to deliver these activities aimed at improving patient health outcomes. In this role you will work as part of a dynamic team where you will use your clinical experience, analytical and communication skills to support the Clinical Safety & Quality Unit within ACT Health. This role is broad and complex and is responsible for acting as an expert resource across all aspects of quality improvement methodology. You will require a strong understanding of healthcare priorities, including knowledge of the National Safety and Quality Health Service Standards and the ACT Quality and Clinical Governance Framework. You will be required to be self-directed to lead quality improvement projects as well as work collaboratively within the unit and across the organisation.

Eligibility/Other Requirements: Tertiary qualifications in a health related field is highly desirable. Prior to commencement successful candidates will be required to Undergo a pre-employment Police check.

Contact Officer: Irene Lake (02) 6244 2348 irene.lake@act.gov.au

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

#### **Medicine**

#### **Cardiology**

#### **Cardiac Rehabilitation Program**

**Registered Nurse Level 2 \$86,944 - \$92,151, Canberra (PN: 14837)**

Gazetted: 15 December 2016

Closing Date: 5 January 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic

University. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: The Cardiac Rehabilitation Program provides an inpatient and outpatient service to patients with cardiovascular disease (including cardiothoracic surgical patients). The main role of a registered nurse in the program is to provide high quality care, advanced nursing assessment skills, education, support and counselling to individuals and patient groups at risk of or affected by cardiovascular disease. The program works alongside a multidisciplinary team utilising their skills, to deliver a holistic model of care. Education around optimal self management principles is provided using and supported by evidence based practices. The service is delivered in the inpatient and pre operative setting, in the early stages after discharge and during the entirety of the patient's attendance at the rehabilitation program. The activities required of this role at this level are predominately clinical in nature, and accept accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Registered or is eligible for registration as a Registered Nurse with the Nursing and Midwifery Board of Australia and any other registration required by the specific field. (a) A registered nurse whose qualification meets the minimum standard for registration in Australia, with a minimum of three years full-time equivalent (FTE) post registration experience in the relevant field OR (b) A registered nurse whose qualification meets the minimum standard for registration in Australia, who holds a post-graduate qualification, eligible for recognition through remuneration of a qualification allowance, with a minimum of 12 months full-time equivalent (FTE) experience in the relevant field. Desirable: A Registered Nurse with a minimum of three years full-time equivalent post registration experience, in the relevant field. Holds or is working towards a post basic qualification relevant to this field. 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 full-time temporary position available for a period of six months, working Monday to Friday. A merit list may be established to fill future temporary vacancies at level, which may arise over the next 12 months.

Contact Officer: Margaret McManus 0466 348 667 margaret.mcmanus@act.gov.au

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

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

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

#### **Registered Nurse**

#### **Registered Nurse Level 2 \$86,944 - \$92,151, Canberra (PN: 28396)**

Gazetted: 15 December 2016

Closing Date: 22 December 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 provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and 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: Rehabilitation and Speciality Services; Adult Community Mental Health Services; Adult Acute Mental Health Services; Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services. Overview of the work area and position: Applications are invited from suitably experienced Registered Nurses interested in a permanent RN level 2 position within the Alcohol and Drug Service. The current vacancy sits within the Withdrawal Service however; the successful applicant will have the opportunity to work across all areas of the program. This is a part time position and requires the successful applicant to demonstrate skills and knowledge of alcohol and other drug issues, an ability to work, flexibly, within a multidisciplinary team. ADS has a comprehensive orientation program available to support area specific training needs. The Alcohol and Drug Services incorporates six areas including the Opioid Treatment Service, Medical Services, Consultation and Liaison Service, ten bed Inpatient Withdrawal Service,

Police and Court Drug Diversion Service and Counselling and Treatment Services. The Opioid Treatment Service pharmacotherapy program provides opiate substitution treatment to people in the ACT. The Withdrawal Service provides a secure and supportive environment for safe, medically supervised withdrawal from alcohol and other drugs. Consultation and Liaison Service provides assessment, support and referral for clients who have been admitted to CH who also have an alcohol and/or drug issue.

Eligibility/Other Requirements: Current un-conditional registration or eligibility for un-conditional registration as a Registered Nurse with the Nursing and Midwifery Board of Australia. 12 months recent nursing experience in a Alcohol and Drug facility, and sound understanding of Alcohol and Other Drugs. It is desirable that the applicant holds or is working towards qualifications either at a certificate or postgraduate level and has a current 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*.

Note: This is a part-time position available at 32 hours per week. The salary noted above will be paid pro rata. Contact Officer: Sally Billington (02) 6174 7966 sally.billington@act.gov.au

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

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

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

#### **Clinical Manager**

**Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 23689)**

Gazetted: 15 December 2016

Closing Date: 29 December 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, Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Speciality Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services. Overview of the work area and position:

Tuggeranong Mental Health Team, Adult Community Mental Health Teams is a contemporary evidence-based services providing high quality community based mental health care that is guided by the principles of Recovery. The services aim to provide collaborative care involving the people, their carers and other key services that access the service. At this level, it is expected that you will provide high quality clinical interventions, care and to achieve of positive outcomes for people. It is an expectation that you will contribute your expertise to the multidisciplinary team; provide supervision to staff at the Health Professional Officer 1 and 2 Levels as well as students. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Recovery Support Officers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

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

Contact Officer: Danny Farrow (02) 6205 2787 danny.farrow@act.gov.au

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

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

**Child and Adolescent Mental Health  
Health Professional**

**Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 38018)**

Gazetted: 15 December 2016

Closing Date: 12 January 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health 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 and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes. These services include: Rehabilitation and Speciality Services; Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services (JHS). Overview of the work area and position: CAMHS provides contemporary mental health services for children and young people who present with moderate to severe mental health presentations. CAMHS provides evidence-based assessment and interventions with a recovery focus. The Health Professional position will work collaboratively as part of a multidisciplinary young people's assertive outreach team to enhance access to and provide continued comprehensive mental health treatment for young people aged 14-25 at high risk of developing serious, long term mental health problems, specifically those experiencing early psychosis, those at ultra high risk of developing psychosis, and those who are experiencing severe high prevalence mental illness. Eligibility/Other Requirements: Tertiary qualifications or equivalent in Psychology, Social Work or Occupational Therapy and current registration, or eligible for registration, with the Australian Health Practitioner Regulation Agency (AHPRA) or Australian Association of Social Workers (AASW). Current driver's licence. Minimum of 12 months paid work experience, post qualification in a related/relevant organisation/service. Experience working with young people is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011* (applicable to Social Workers only).

Note: The successful candidate will be required to be available for evening and weekend work on a regular basis and be available to work within all program areas of CAMHS as service needs arise.

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

**Canberra Hospital and Health Services  
Rehabilitation, Aged and Community Care  
Rehabilitation Allied Health  
Occupational Therapist**

**Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 20134)**

Gazetted: 15 December 2016

Closing Date: 05 January 2017

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



Division provides integrated services in the areas of rehabilitation, aged care and community care in a broad range of sites throughout the ACT, including hospitals, community health centres and the homes of clients. Overview of the work area and position: Rehabilitation and Aged Care Occupational Therapy services are offered in community and inpatient settings. We provide assessment and therapeutic intervention for a range of client populations in both rehabilitation and aged care settings. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. The successful applicant will play a key role in providing day to day Occupational Therapy services to a range of patients within a designated caseload area. The successful applicant will provide assessment and clinical intervention to facilitate positive client outcomes. Successful applicants will have support from an experienced team of Clinicians and direct clinical supervision from the Occupational Therapy Manager.

Eligibility/Other Requirements: Degree in Occupational Therapy, Registration with Occupational Therapy Board of Australia and a current driver's licence. Experience working in rehabilitation frameworks is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available for a period of two years. This position may be required to participate in overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position. An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months. Please ensure written responses to selection criteria are provided in order to be considered for the position.

Contact Officer: Nicole Usher (02) 6244 3286 nicole.usher@act.gov.au

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

#### **Communications**

#### **Communications**

#### **Communications Officer**

#### **Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 36821, several)**

Gazetted: 15 December 2016

Closing Date: 05 January 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Communications and Engagement Branch leads and directs strategic communications, engagement and marketing activities that support ACT Health achieve its goals. It also manages and responds to a high volume of highly visible communications and enquiries in relation to Health issues affecting the community and, through a suite of ministerial and government services, provides operational support to the Minister for Health and ACT Government. The Branch manages ACT Health's brand and develops strategies and guidelines to maintain and enhance reputation.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field and corporate, not for profit and/or government experience is highly desired.

Contact Officer: Rachel Hawes (02) 6207 9149 rachel.hawes@act.gov.au

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

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

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

#### **CRCC Volunteer Coordinator**

#### **Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 37605)**

Gazetted: 15 December 2016

Closing Date: 22 December 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 permanent opportunity exists for a dynamic individual to provide coordination to our volunteers supporting people accessing cancer services. The role includes working closely with the Operations Manager to manage volunteer rosters, recruitment and orientation and coordinating day to day workflow and implementing program expansion. Part-time hours may be considered. Cancer services are divided into four clinical streams: Medical

Oncology, Radiation Oncology, Haematology and Immunology. Each of the clinical streams is supported by a Service Coordinator. The Volunteer Coordinator will be responsible for coordinating a team of volunteers providing support to people accessing cancer services.

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

Contact Officer: Caroline McIntyre (02) 6174 8536 caroline.mcintyre@act.gov.au

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

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

#### **CRCC Operational Management**

#### **Service Coordinator**

#### **Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 22941, several)**

Gazetted: 15 December 2016

Closing Date: 22 December 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. As part of the realignment of administrative roles in Cancer Services, two exciting opportunities exist for highly motivated and organised individuals with a high passion for high quality administrative support and customer service. The Service Coordinator will form part of the Cancer Administrative Leadership Team and will be responsible for coordinating support to one of four clinical streams within the Cancer Services. Overview of the work area and position: Cancer Services are divided into four clinical streams: Medical Oncology, Radiation Oncology, Haematology and Immunology. Each of the clinical streams is supported by a Service Coordinator. The Service Coordinator will be responsible for leading a small team in providing director support to the clinical director and stream and liaising with other relevant administration staff across the Centre in ensuring the provision of high quality administrative support to clinicians in achieving customer focuses patient care.

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

Contact Officer: Caroline McIntyre (02) 6174 8536 caroline.mcintyre@act.gov.au

### **Special Purpose Accounts The Canberra Hospital**

#### **Special Purpose Accounts**

#### **Research**

#### **Liver Research Laboratory**

#### **Research Officer Grade 2 \$65,671 - \$71,108, Canberra (PN: 38059)**

Gazetted: 15 December 2016

Closing Date: 22 December 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, Alcohol and Drug Services. In addition, Justice Health services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: The Liver Research Laboratory is part of the Gastroenterology and Hepatology Unit within the Division of Medicine, and is

strongly aligned with the ANU Medical School (ANUMS). A position exists for a suitably trained technical officer or research scientist to work on projects within the Liver Research Group. The current interests of the group, led by Professors Geoff Farrell and Narci Teoh, are in disease processes central to causation and treatment of liver cancer and severer forms of fatty liver disease, such as non-alcoholic steatohepatitis (NASH). The successful applicant to this position will have the expertise required for studies of liver histochemistry, molecular characterisation (especially western blot analysis and q-PCR) and cell culture. A particular focus in the first instance will be in small animal experimentation, including gavage administration of pharmacological agents to mice.

Eligibility/Other Requirements: BSC or equivalent (e.g. Diploma and extensive experience in equivalent work environment). Desirable: Substantial work experience, particularly in small animal experiments and analytical techniques pertinent to biomedical research in the field of disease causation (pathogenesis) and treatment. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a temporary position available for a period of two years. The successful candidate will be required to be available to work within all program areas of CAMHS as service needs arise.

Contact Officer: Professor Geoffrey Farrell (02) 6244 2473 geoff.farrell@act.gov.au

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

**Central Intake Service for Ambulatory Care Support Services  
Registered Nurse Level 1 \$62,609 - \$83,634, Canberra (PN: 29160)**

Gazetted: 15 December 2016

Closing Date: 22 December 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 central Intake service for Ambulatory Care Support Services is offering a temporary full time position for a Registered Nurse. This diverse role contributes to the intake, assessment and referral of consumers to facilitate access to comprehensive, quality health care within ambulatory care settings. This includes facilitating access to community-based services and the central outpatient's department. This role would suit Registered Nurses who have a broad understanding of Ambulatory Care services, or an interest in learning more about them. You would be supported by a knowledgeable team of Registered Nurses and administration staff.

Eligibility/Other Requirements: Registered or is eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). 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*.

Note: This is a temporary position available for a period of five months with the possibility of extension. The position involves working Monday to Friday, with public holidays off.

Contact Officer: Sandra Burgess (02) 6207 6160 sandra.burgess@act.gov.au

**Canberra Hospital and Health Services  
Mental Health, Justice Health, Alcohol and Drug Services  
Child and Adolescent Mental Health**

**Mental Health Youth Assertive Outreach  
Health Professional Level 2 \$60,871 - \$83,563, Canberra (PN: 38021)**

Gazetted: 15 December 2016

Closing Date: 12 January 2017

**Details:** About us: Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are

provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes. These services include: Rehabilitation and Speciality Services; Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services (JHS). Overview of the work area and position: CAMHS provides contemporary mental health services for children and young people who present with moderate to severe mental health presentations. CAMHS provides evidence-based assessment and interventions with a recovery focus. The Health Professional position will work collaboratively as part of a multidisciplinary young people's assertive outreach team to enhance access to and provide continued comprehensive mental health treatment for young people aged 14-25 at high risk of developing serious, long term mental health problems, specifically those experiencing early psychosis, those at ultra high risk of developing psychosis, and those who are experiencing severe high prevalence mental illness.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Psychology, Social Work or Occupational Therapy and current registration, or eligible for registration, with the Australian Health Practitioner Regulation Agency (AHPRA) or Australian Association of Social Workers (AASW). Current driver's licence. Minimum of 12 months paid work experience, post qualification in a related/relevant organisation/service. Current ACT Working with Vulnerable People registration (applicable to Social Workers only). Experience working with young people is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: The successful candidate will be required to be available for evening and weekend work on a regular basis and be available to work within all program areas of CAMHS as service.

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

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

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

#### **Child and Adolescent Mental Health**

#### **Mental Health Clinician**

#### **Health Professional Level 2 \$60,871 - \$83,563, Canberra (PN: 21570)**

Gazetted: 15 December 2016

Closing Date: 22 December 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 Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services (ACT Wide MHS); Adult Community Mental Health Services (ACMHS); Adult Acute Mental

Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services (JHS). **Overview of the work area and position:** Child and Adolescent Mental Health Services 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 Health Professional 1 Clinicians. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

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

Contact Officer: Eloise Barry (02) 6205 1469 [eloise.j.barry@act.gov.au](mailto:eloise.j.barry@act.gov.au)

#### **Population Health**

#### **Health Protection Service**

#### **ACT Government Analytical Lab**

#### **Analytical Chemist**

#### **Health Professional Level 2 \$60,871 - \$83,563, Canberra (PN: 11494)**

Gazetted: 15 December 2016

Closing Date: 22 December 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 occupant of this position will be required to: assist with asbestos identification, airborne asbestos fibre counting, the ambient air monitoring program in accordance with the Ambient Air National Environment Protection Measure and other defined projects, perform chemical and/or other analyses and carry out investigations of samples. Participate in the operation of the quality system. Prepare reports and correspondence; participate in the development of methodology and techniques. As required, liaise with or provide advice to directorate staff and other government directorates/authorities.

Eligibility/Other Requirements: Degree in Science preferably with a major in chemistry, or other approved qualification. Current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available until 30 June 2017. The Environmental Chemistry Unit is a National Association of Testing Authority (NATA) accredited laboratory for the chemical testing of air and operates the Australian Capital Territory's Air Quality monitoring program. The unit also performs environmental chemical analysis including the identification of asbestos and airborne asbestos fibre counting as required. Selection may be based on written application and referee reports only.

Contact Officer: Ian Firkins-Fox (02) 6205 8718 [ian.firkins-fox@act.gov.au](mailto:ian.firkins-fox@act.gov.au)

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

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

#### **Child and Adolescent Mental Health**

#### **Youth Worker - Mental Health Youth Assertive Outreach**

#### **Allied Health Assistant 3 \$60,212 - \$66,823, Canberra (PN: 38019, several)**

Gazetted: 15 December 2016

Closing Date: 12 January 2017

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

were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes. These services include: Rehabilitation and Speciality Services; Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services (JHS)

Overview of the work area and position: CAMHS provides contemporary mental health services for children and young people who present with moderate to severe mental health presentations. CAMHS provides evidence-based assessment and interventions with a recovery focus. The Youth Worker position will work collaboratively as part of a multidisciplinary young people's assertive outreach team to enhance access to and provide continued comprehensive mental health treatment for young people aged 14-25 at high risk of developing serious, long term mental health problems, specifically those experiencing early psychosis, those at ultra high risk of developing psychosis, and those who are experiencing severe high prevalence mental illness.

Eligibility/Other Requirements: Minimum Certificate IV in Youth Work (or equivalent qualification) plus relevant experience. Current driver's licence. Experience working in mental health is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: The successful candidate will be required to be available for evening and weekend work on a regular basis and be available to work within all program areas of CAMHS as service needs arise.

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

## **Strategy and Corporate**

### **Business and Infrastructure**

#### **Logistics Support**

#### **Purchasing Officer**

#### **Administrative Services Officer Class 3/4 \$59,152 - \$71,108, Canberra (PN: 26276)**

Gazetted: 15 December 2016

Closing Date: 22 December 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. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: Supply Services forms part of the Logistic Support Section within the Business Support Branch of ACT Health, delivering efficient, customer focused and competitive supply chain solutions to the Directorate and the ACT. The position reports to the Purchasing Team Leader. The successful candidate will be required to work within Supply Services at Mitchell and Canberra Hospital. To be successful in this position you will need to have proven experience in purchasing and customer service in a large warehouse environment operating in a computerised inventory control and purchasing system.

Eligibility/Other Requirements: Current driver's licence is mandatory. Certificate IV in Government Procurement and relevant work experience is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check.

Note: This position may be located or rotated between the Supply Services warehouse and the Canberra Hospital.

Contact Officer: Raj Rajasegaran (02) 6205 0817

**Canberra Hospital and Health Services  
Rehabilitation Aged and Community Care  
Rehabilitation Allied Health  
Allied Health Assistant**

**Allied Health Assistant 2 \$49,301 - \$56,521, Canberra (PN: 37898)**

Gazetted: 15 December 2016

Closing Date: 5 January 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions, and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary, and community-based health services to the ACT and surrounding region. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehabilitation, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration, and integrity. Overview of the work area and position: The Transitional Therapy and Care Program (TTCP) is based at the Village Creek Centre, Kambah and is a short-term program that aims to optimise the functioning and independence of older people post discharge from hospital. The program is for a maximum of 12 weeks is provided either in a 15 bed low level care facility, located in Red Hill or in the client's home. The Transitional Therapy and Care Program team is a multidisciplinary team including physiotherapist, occupational therapist, dietitian, social worker, speech pathologist and allied health assistants. The Allied Health Assistant role in TTCP is to work across all the allied health disciplines as required. The successful applicant will have support from an experienced team of clinicians and Allied Health Assistants and will have direct clinical supervision from an Allied Health Professional.

Eligibility/Other Requirements: Certificate IV in Allied Health Assistance or recognized equivalent. Current 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*.

Notes: This is a temporary position available for a period of six months. This position may be required to participate in an overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

Contact Officer: Jane Lawrence (02) 6207 0658 jane.lawrence@act.gov.au

**Justice and Community Safety**

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

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

**Human Rights Commission**

**President**

**Finance and Administration Manager**

**Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 31882)**

Gazetted: 13 December 2016

Closing Date: 22 December 2016

Details: An exciting opportunity exists for an experienced Finance and Administration Manager to lead and manage the Commissions Administrative team providing corporate support to the President of the Human Rights Commission. The successful applicant will be required to undertake financial management, including budgeting

and reporting; management of statistical reporting; development and monitoring of the Commission's information and business systems; and, Human Resource Management.

Eligibility/Other Requirements: Sound understanding of commercial accounting principles; sound Human Resource management skills; sound knowledge and understanding of the Commissions operations and information management requirements; relevant database expertise. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: The ACT Human Rights Commission recruits for diversity. Aboriginal and Torres Strait Islander People and People with a Disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position please contact the Contact Officer for this position.

Contact Officer: Julie Whitmore (02) 6205 2222 [julie.whitmore@act.gov.au](mailto:julie.whitmore@act.gov.au)

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

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

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

#### **Chief Operating Officer Group**

##### **Corporate Communications, Media and PA**

##### **Communications Officer**

##### **Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 35567)**

Gazetted: 08 December 2016

Closing Date: 22 December 2016

Details: The Corporate Communications and Media Team are seeking a Communications Officer to join their team.

The position will work with the team to provide media, marketing campaigns, communication strategies, community engagement strategies and internal communications strategies.

Contact Officer: Kathryn Conroy (02) 6207 9024 [kathryn.conroy@act.gov.au](mailto:kathryn.conroy@act.gov.au)

#### **City Services**

##### **Deputy Director-General, City Services**

##### **Executive Level 3.7 \$319,597 - \$333,962 depending on current superannuation arrangements, Canberra (PN: E868)**

Gazetted: 09 December 2016

Closing Date: 23 December 2016

Details: Reporting to the Director-General and working collaboratively with the Executive team, the Deputy Director-General is accountable for road operations, capital works delivery, city maintenance and services, ACT NOWaste, Yarralumla Nursery, Canberra cemeteries, Capital Linen Service and Libraries ACT.

The Deputy Director-General will demonstrate an excellent customer service record and the financial and asset management skills to operate under a limited budget. The successful applicant will have the ability to deliver outcomes using innovative solutions to root problems that may impede success.

The Deputy Director-General must have thorough understanding and knowledge of the ACT Government's longer term strategic ambition.

He/she will have the ability to appeal to the community to provide the comfort that projects and decisions have a sound rationale behind them. They will also be able to conceptualise the necessary steps and work required for projects in order to prioritise effectively and meet timeframes.

Remuneration: The position attracts a remuneration package ranging from \$319,597 - \$333,962, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$261,174.

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

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

Contact Officer: Ben Ponton (02) 6207 8658 [ben.ponton@act.gov.au](mailto:ben.ponton@act.gov.au)

#### **Chief Operating Officer Group**



## **Governance and Business Solutions**

### **Assurance and Risk**

#### **Manager, Assurance and Risk**

##### **Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 00478)**

Gazetted: 08 December 2016

Closing Date: 22 December 2016

Details: Applications are sought for an experienced, motivated, innovative and skilled professional to fill the role of Manager, Assurance and Risk. The position is responsible for leading the implementation of the Directorate's protective security, compliance assurance, risk management, emergency planning, business continuity, insurance coordination, and fraud control. The Manager is expected to work collaboratively with all business units across the Directorate and be supportive and flexible in their approach to changing priorities.

Eligibility/Other Requirements: This position is a Designated Security Assessed Position under the ACT Protective Security Framework. It is a requirement of the position that the occupant holds a national security clearance of Negative Vetting 1. The successful applicant will be placed on a temporary contract until successfully obtaining this clearance.

Contact Officer: Sue Marriage (02) 6207 6474 sue.marriage@act.gov.au

## **APPOINTMENTS**

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

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

Jian Jing Li 846-86846, Section 68(1), 16 December 2016

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

Tanya McKee 830-57829, Section 68(1), 6 December 2016

#### **Infrastructure Officer 3 \$99,206 - \$108,902**

Melissa Reynolds 793-34248, Section 68(1), 19 December 2016

#### **Infrastructure Officer 4 \$117,576 - \$133,583**

Irena Sharp 844-00246, Section 68(1), 1 December 2016

### **Education**

#### **General Service Officer Level 6 \$54,137 - \$56,596**

Robert Laaring 853-45197, Section 68(1), 12 December 2016

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

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

Peta Olesen 846-91653, Section 68(1), 6 December 2016

### **Health**

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

Merin Cheripuram 834-46103, Section 68(1), 15 December 2016

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

Merle Flauta 850-41724, Section 68(1), 15 December 2016

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

Melanie Grimmer 844-34358, Section 68(1), 15 December 2016

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

Caitlin Jacob 844-34454, Section 68(1), 15 December 2016

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

Brigette Learmonth 847-00812, Section 68(1), 12 December 2016

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

Zoia Nawaz 847-00871, Section 68(1), 1 December 2016

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

Clare Newhouse 838-53753, Section 68(1), 9 December 2016

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

Mae Palmejar 840-50012, Section 68(1), 14 December 2016

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

Nicole Rhodes 847-01719, Section 68(1), 15 December 2016

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

Dina Shrestha 853-45162, Section 68(1), 1 December 2016

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

Michelle Simmons 844-34331, Section 68(1), 15 December 2016

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

Litha Thomas 839-26545, Section 68(1), 15 December 2016

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

Leeanne Thompson 847-01663, Section 68(1), 15 December 2016

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

Tessa Wyllie 845-21021, Section 68(1), 1 January 2017

**Staff Specialist 1- 5 \$162,039 - \$199,961**

Jane Wells, 84711271, Section 68(1), 12 December 2016

**Justice and Community Safety**

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

Emelia Ash 827-32239, Section 68(1), 15 December 2016

**Government Solicitor 3 \$137,095 - \$155,090**

Avinesh Chand 841-13415, Section 68(1), 9 January 2017

**Transport Canberra and City Services**

**General Service Officer Level 5/Bus Operator in Training/Bus Operation \$47,732 - \$68,054**

Patrick Beer 853-46368, Section 68(1), 9 December 2016

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

Pamela Ellis 853-46739, Section 68(1), 19 December 2016

**Bus Operator in Training \$65,233**

Bernard Gagulich 853-46413, Section 68(1), 9 December 2016

**Bus Operator in Training \$65,233**

Darin Greenhalgh 853-46421, Section 68(1), 9 December 2016

**Bus Operator in Training \$65,233**

Jonathan Murtagh 853-46376, Section 68(1), 9 December 2016

**Bus Operator in Training \$65,233**

Bhupinder Singh 853-46392, Section 68(1), 9 December 2016

**Bus Operator in Training \$65,233**

Parminder Singh 853-46405, Section 68(1), 9 December 2016

**General Service Officer Level 5/6 \$51,427 - \$56,596**

Robert Suitor 846-93464, Section 68(1), 1 December 2016

**Bus Operator in Training \$65,233**

Douglas Ward 853-46384, Section 68(1), 9 December 2016

## **TRANSFERS**

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

**Kristin Blume: 783-09729**

From: Senior Officer Grade A \$135,384

Environment, Planning and Sustainable Development

To: Senior Officer Grade A \$135,384

Chief Minister, Treasury and Economic Development, Canberra (PN. 37597) (Gazetted 16 September 2016)

### **Health**

**Nicola Whitelaw: 831-23339**

From: Registered Nurse Level 2 \$86,944

Health

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

Health, Canberra (PN. 19762) (Gazetted 22 September 2016)

## **PROMOTIONS**

### **Canberra Institute of Technology**

**Pathways College**

**Year 12 Program**

**Matthew Coleman: 827-15818**

From: Administrative Services Officer Class 2/3 \$52,208 - \$63,661

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 54640) (Gazetted 11 October 2016)

**Chief Minister, Treasury and Economic Development**

**Access Canberra**

**Governance and Support**

**Policy**

**William Oldmeadow: 846-92330**

From: Graduate Administrative Assistant \$65,671 - \$67,684

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 37996)

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

**Land Development Agency**

**Urban Projects**

**Grant Leigh Rootes: 820-91160**

From: Infrastructure Officer 2 \$78,738 - \$90,588

Chief Minister, Treasury and Economic Development

To: †Infrastructure Officer 3 \$99,206 - \$108,902

Chief Minister, Treasury and Economic Development, Canberra (PN. 18813) (Gazetted 4 October 2016)

**Enterprise Canberra**

**Cultural Canberra**

**National Arboretum Canberra**

**Darren Craig Rope: 827-58658**

From: General Service Officer Level 5/6 \$51,427 - \$56,596

Transport Canberra and City Services

To: General Service Officer Level 9 \$68,126 - \$76,990

Chief Minister, Treasury and Economic Development, Canberra (PN. 22621) (Gazetted 26 October 2016)

**Workforce Capability and Governance**

**Public Sector Management**

**William Towler: 844-33726**

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

Health

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 10288) (Gazetted 24 June 2016)

**Community Services**

**Strategy Participation and Early Intervention**

**Service Design, Policy and Accountability**

**Erin-Claire Barrow: 846-92402**

From: Graduate Administrative Assistant \$65,671 - \$67,684

Community Services

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

Community Services, Canberra (PN. 01939)

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

**Housing and Community Services**

**Housing ACT**

**Gateway Services**

**Gina Garrett: 827-42322**

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

Community Services Directorate

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

Community Services, Canberra (PN. 07618) (Gazetted 19 October 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.

**Strategy, Participation and Early Intervention**

**Service Design, Policy and Accountability**

**Performance and Accountability**

**Nicole Moore: 821-18861**

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

Community Services

To: †Senior Officer Grade A \$135,384

Community Services, Canberra (PN. 31298) (Gazetted 23 September 2016)

**Education**

**Office for Schools**

**Belconnen Network**

**Charnwood-Dunlop School**

**Robert Lans: 779-2452**

From: \$112,381

Education

To: †School Leader B \$130,851

Education, Canberra (PN. 14291) (Gazetted 15 December 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.

**Office for Schools**

**Belconnen**

**Macgregor Primary School**

**Tanya Louise Price: 817-4374**

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

Education

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

Education, Canberra (PN. 34369) (Gazetted 25 November 2016)

**Health**

**Canberra Hospital and Health Services**

**Women Youth and Children**

**Children, Youth and Women's Health Program**

**Julie Irving: 827-33899**

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

Health

To: †Registered Nurse Level 3.2 \$112,687

Health, Canberra (PN. 27093) (Gazetted 27 October 2016)

**Strategy and Corporate**

**E-Health and Clinical Records**

**ISB Management and Strategy**

**Kerri McGufficke: 799-95732**

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

Health

To: †Senior Officer Grade B \$116,570 - \$131,229  
Health, Canberra (PN. 37523) (Gazetted 20 October 2016)

**Canberra Hospital and Health Services**  
**Women, Youth and Children**  
**Child, Youth and Women Health Program**  
**Louise Murphy: 260-99512**

From: Registered Nurse Level 4.1 \$112,687  
Health

To: †Registered Nurse Level 4.2 \$120,676  
Health, Canberra (PN. 30788) (Gazetted 22 September 2016)

**Canberra Hospital and Health Services**  
**Jonathan Ord: 836-06381**

From: Senior Officer Grade B \$116,570 - \$131,229  
Health

To: †Senior Officer Grade B \$116,570 - \$131,229  
Health, Canberra (PN. 21928) (Gazetted 27 October 2016)

**Canberra Hospital and Health Services**  
**Women, Youth and Children**  
**Rebecca Sweetman: 817-53505**

From: Registered Nurse Level 3.1 \$99,680 - \$103,782  
Health

To: †Registered Nurse Level 3.2 \$112,687  
Health, Canberra (PN. 37142) (Gazetted 29 September 2016)

**Canberra Hospital and Health Services**  
**Women, Youth and Children's**  
**Neonatology**

**Hazel Carlisle: 813-17500**

From: Staff Specialist 1-5 \$162,039 - \$199,961  
Health

To: Senior Staff Specialist \$218,921  
Health, Canberra (PN. 14124)

Note: This promotion is from a non-advertised vacancy in accordance with Process for promotion from Specialist to Senior Specialist Guidelines.

**Canberra Hospital and Health Services**  
**Sundeep Kesavadas: 844-82296**

From: Information Technology Officer Post Graduate \$72,986 - \$77,256  
Health

To: Senior Officer Grade B \$116,570 - \$131,229  
Health, Canberra (PN. 37526) (Gazetted 20 October 2016)

## **Justice and Community Safety**

**Corporate**  
**ICT Program and Project Delivery**  
**Lu Chen: 844-74712**

From: Graduate Administrative Assistant \$65,671 - \$67,684  
Justice and Community Safety

To: †Administrative Services Officer Class 5 \$72,986 - \$77,256  
Justice and Community Safety, Canberra (PN. 37991)

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

**Victim Support ACT**

**Sandra Elhelw: 846-92349**

From: Graduate Administrative Assistant \$65,671 - \$67,684

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 37856)

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

**Strategic Finance**

**Stanislav Idowu: 846-92138**

From: Graduate Administrative Assistant \$65,671 - \$67,684

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 38015)

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

**Legislation, Policy and Programs**

**Justice Planning and Safety Programs**

**Susan Lane: 846-92031**

From: Graduate Administrative Assistant \$65,671 - \$67,684

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 42730)

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

**Legislation, Policy and Programs**

**Civil Law**

**Angharad Lodwick: 846-92015**

From: Graduate Administrative Assistant \$65,671 - \$67,684

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 36186)

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

**ACT Emergency Services Agency**

**Risk and Planning**

**Anurag Tripathi: 844-85382**

From: Information Technology Officer Class 2 \$78,644 - \$90,006

Chief Minister, Treasury and Economic Development

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

Justice and Community Safety, Canberra (PN. 15238) (Gazetted 22 September 2016)

**Transport Canberra and City Services**

**Infrastructure Roads and Public Transport**

**Public Transport**

**ACTION**

**David John Bopping: 827-38948**

From: General Service Officer Level 9 \$68,126 - \$76,990

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. NMW001) (Gazetted 27 October 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.

**Transport Canberra**

**Public Transport Operations**

**ACTION**

**Glenn Fairbairn: 853-47483**

From: Bus Operator \$72,363

Transport Canberra and City Services

To: †Transport Officer Grade 3 - ACTION \$93,794

Transport Canberra and City Services, Canberra (PN. A20118) (Gazetted 11 October 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.