



ACT Government Gazette
Gazetted Notices for the week beginning 05 January 2017

VACANCIES

Canberra Institute of Technology

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

CIT Corporate

Corporate Finance Group

Manager

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 55029)

Gazetted: 09 January 2017

Closing Date: 16 January 2017

Details: The Training Initiatives Unit (TIU) has responsibility for the management of the Australian Apprentice training contracts where CIT is the Registered Training Organisation (RTO). TIU provides support to teachers and staff to help them navigate through apprenticeship arrangements to ensure positive outcomes for apprentices, trainees and CIT compliance against RTO standards. The successful applicant will lead the Employer Liaison Officer (ELO) sub-project and quality manual sub-project within the TIU. Collaborate with the TIU manager and Australian Apprenticeship Project Team to meet the outcomes of the sub-projects. Work with senior management and the Skills Canberra Advisor to manage several sub-projects that underpin the new Australian Apprenticeship Project. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Experience in the Vocational Education and Training sector and training initiatives would be well regarded

Note: This is a temporary position available until 31 December 2017 with the possibility of extension based on review. Applications close at midday (12pm) 17 January 2017. 'Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct Appointment of employee – general, and Section 20 – Direct Promotion – general and CIT Enterprise Agreements'.

Contact Officer: Kerry Weiss (02) 6207 3267 kerry.weiss@cit.edu.au

Chief Minister, Treasury and Economic Development

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

Workforce Capability and Governance Division

Public Sector Management

Professional Standards Unit

Senior Manager

Senior Officer Grade A \$135,384, Canberra (PN: 08418)

Gazetted: 09 January 2017

Closing Date: 16 January 2017

Details: The Public Sector Management Group is seeking an experienced Senior Investigator with outstanding leadership to guide and direct a large team of Investigators who work within Professional Standards Units. The successful applicant should also have a sound understanding of contemporary HR management practice including alternative dispute resolution, restorative practice and organisational development.

Contact Officer: Judi Childs (02) 6205 0296 judi.childs@act.gov.au

Land Development Agency

Urban Renewal

Urban Projects

Senior Sustainability Manager

Infrastructure Officer 4 \$117,576 - \$133,583, Canberra (PN: 32756)

Gazetted: 06 January 2017

Closing Date: 23 January 2017

Details: The Land Development Agency (LDA) is seeking a highly experienced and motivated Senior Sustainability Manager to join its Sustainability and Innovation Unit. The successful candidate will be responsible for the development and implementation of the LDA's Sustainability and Innovation Framework and supporting project teams to deliver sustainability and innovation outcomes and initiatives in land development projects. The successful candidate will be a strong advocate, with a high level of experience in project implementation, research and development, and influencing policy outcomes. Candidates should have a working knowledge of the ACT's Land Development processes and should demonstrate a passion for innovation and a personal drive to achieve sustainability outcomes.

Eligibility/Other Requirements: One or all of the following would be highly desirable: A minimum of five years experience in a relevant field. Relevant tertiary and/or professional qualifications are highly desirable e.g. Environmental Science, Sustainability. Experience in the use of sustainability rating tools e.g. Green Star Communities, EnviroDevelopment, PRECINX is highly desirable. Previous experience working within a Government will be well regarded.

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

Contact Officer: Chloe Elvy (02) 6025 0402 chloe.elvy@act.gov.au

Shared Services ICT

Strategic Business

Projects Hub

Senior Project Manager

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 38064, several)

Gazetted: 06 January 2017

Closing Date: 13 January 2017

Details: The successful candidate(s) will work within the Projects Hub, by providing high quality customer service to Shared Services ICT and its stakeholders, in the delivery of complex Project Management services related to the business.

Eligibility/Other Requirements: Relevant formal qualifications in a recognised Business Analysis or Project Management discipline or equivalent experience would be highly desirable. Possession of ITIL Foundation Certificate would be advantageous.

Note: This is a temporary position available for up to 12 months with the possibility of permanency from this process. A Merit list may be established to fill future vacancies at level which may rise over the next 12 months.

Contact Officer: Micah Anderson (02) 6207 7090 micah.anderson@act.gov.au

Land Development Agency

Urban Renewal

Urban Projects

Sustainability Manager

Infrastructure Officer 3 \$99,206 - \$108,902, Canberra (PN: 18805)

Gazetted: 05 January 2017

Closing Date: 23 January 2017

Details: The Land Development Agency (LDA) is seeking an enthusiastic and experienced Sustainability Manager to join its Sustainability and Innovation Unit. The successful candidate will be responsible for assisting with the development and implementation of the LDA's Sustainability and Innovation Framework and supporting project teams to deliver sustainability and innovation outcomes and initiatives in land development projects. The successful candidate will be experienced in policy development, advocacy, research and development, project implementation and will have a sound understanding of the ACT's land development processes. Candidates should demonstrate a passion for innovation and a personal drive to achieve sustainability outcomes.

Eligibility/Other Requirements: Relevant tertiary and/or professional qualifications are highly desirable e.g. Environmental Science, Sustainability. Experience in the use of sustainability rating tools e.g. Green Star Communities, EnviroDevelopment, PRECINX is highly desirable. Previous experience working within a Government will be well regarded.

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

Contact Officer: Chloe Elvy (02) 6205 0402 chloe.elvy@act.gov.au

Economic Development

ACT Property Group

Maintenance and Project Team

Project Officer

Infrastructure Officer 2 \$78,738 - \$90,588, Canberra (PN: 18973)

Gazetted: 10 January 2017

Closing Date: 17 January 2017

Details: As a Building Works Project Officer, manage and oversee delivery of Capital, minor works programs, maintenance and repair to ACT Property Group clients assets in accordance with client programs and expectations, relevant industry legislation, standards and guidelines.

Eligibility/Other Requirements: Current driver's licence is essential. Technical/trade certificate in building related work, certificate IV in Project Management, certificate IV Work Health and Safety, knowledge of Hazardous Materials Management/Removal and Contract Management are highly desirable.

Note: Selection may be based on application and referee reports only. This is a temporary position available for a period of six months with the possibility of extension and/or permanency from this process. Previous applicants will be considered and need not re-apply.

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

Shared Services ICT

Technology Services

Service Assurance

Configuration Officer

Information Technology Officer Class 2 \$78,644 - \$90,006, Canberra (PN: 09907)

Gazetted: 10 January 2017

Closing Date: 25 January 2017

Details: The Service Assurance team are looking for an experienced candidate to support the achievement of Shared Services ICT organisational objectives through the delivery of quality customer services and ICT solutions. The Configuration Officer will be responsible in providing support to the Configuration Manager in managing and maintaining the Configuration Management Database (CMDDB).

Contact Officer: Nicola Berry (02) 6207 7807 nicola.berry@act.gov.au

Access Canberra

Community Business and Transport Regulation

Advice Investigations and Enforcement

Senior Investigator

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 19635)

Gazetted: 10 January 2017

Closing Date: 17 January 2017

Details: Access Canberra seeks to employ responsive and helpful individual who will contribute new and innovative ideas to how we do things and will actively look for new ways to solve problems. Under broad direction of the Manager, the role requires a demonstrated ability to supervise staff as required and provide training where necessary. Issue and monitor work flows and report on activities and outcomes. Provide assistance to less Senior Officers in relation to less complex matters. Assist the Manager of the unit to achieve outcomes through leading designated programs and maintaining the ACT's statutory obligations under Fair Trading legislation. Conduct more complex investigations and oversee the preparation of briefs of evidence for court. Appear in court as necessary. Where required, conduct investigations, either individually, or as a team member, under various pieces of legislation administered by the Office. Maintain records in accordance with the *Territory Records Act 2002*.

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

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

Notes: This is a temporary position available until the 31 January 2019 with the possibility of extension.

Contact Officer: Wendy Harrison (02) 6205 0894 wendymaree.harrison@act.gov.au

Workforce Capability and Governance Division

Public Sector Management

Office Manager and Executive Events Coordinator

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 43051)

Gazetted: 09 January 2017

Closing Date: 16 January 2017

Details: The Public Sector Management Group is seeking an experienced Office Manager and Executive Events Coordinator with high levels of initiative, attention to detail and the ability to work autonomously.

Eligibility/Other Requirements: Experience in Event Management is highly desirable.

Contact Officer: Denise Ernst (02) 6207 5995 denise.ernst@act.gov.au

Land Development Agency

Urban Renewal

Urban Projects

Sustainability Officer

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 18794)

Gazetted: 05 January 2017

Closing Date: 23 January 2017

Details: The Land Development Agency is seeking an enthusiastic Project Officer to join its Sustainability and Innovation Unit. The role includes providing administrative support to the Sustainability and Innovation Unit and assisting project teams to deliver sustainability and innovation outcomes and initiatives in land development projects. The successful candidate will be highly organised and motivated and will enjoy the challenges of working in a dynamic, multi team environment. Candidates should have a demonstrated knowledge of sustainability practice and project management and should be enthusiastic team players.

Eligibility/Other Requirements: A sound knowledge and understanding of the ACT Government land development processes would be an advantage. Previous experience working within a Government will be well regarded.

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

Contact Officer: Chloe Elvy (02) 6025 0402 chloe.elvy@act.gov.au

Sales, Marketing and Property Management

Venues Canberra

National Arboretum Canberra

Horticulture Leading Hand

General Service Officer Level 9 \$68,126 - \$76,990, Canberra (PN: 37853)

Gazetted: 09 January 2017

Closing Date: 25 January 2017

Details: The National Arboretum Canberra is looking for a motivated and skilled Horticulture Leading Hand to work within a small Horticultural team to undertake a range of tasks associated with the management and development of the Arboretum living collections and landscape consistent with the Master Plan and Business Plan. Enhance the presentation of the National Arboretum and the recreational experience of visitors. Provide a visible presence in the Arboretum and interact with visitors as required to present a professional and welcoming image to the public. Carry out general horticultural and arboricultural maintenance checks and activities as well as maintain and operate irrigation infrastructure. Experience in similar roles would be an advantage.

Contact Officer: Scott Saddler (02) 6205 4056 scott.saddler@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

Strategy, Participation and Early Intervention

Service Design, Policy and Accountability

Human Services Policy

Senior Policy Officer

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 11515)

Gazetted: 05 January 2017

Closing Date: 19 January 2017

Details: The Strategy, Participation and Early Intervention Division is seeking a highly motivated Senior Policy Officer to join the Human Services Policy team. The Division is responsible for the provision of human services policy, programs and funding, governance and advice to the Senior Executive and the Office of the Minister. The Human Services Policy team is responsible for developing strategic and specialist policy on human services issues, leading initiatives focused on social inclusion, preparing Cabinet submissions, progressing legislative reform, contributing to whole of government and national reform initiatives, and participating in national forums regarding children, young people, their families, and on disability issues. The Senior Policy Officer leads and contributes to policy or legislative advice, Ministerial briefings and correspondence, and secretariat support to a range of national forums. This position requires a motivated individual that has experience providing policy or program advice, support to internal stakeholders and an ability to represent the Directorate in external stakeholder environments. The successful candidate will report to the Senior Manager, Human Services Policy.

Note: This is a temporary position available until 1 December 2017.

Contact Officer: Sarah Anderson (02) 6207 1090 sarah.anderson@act.gov.au

Strategy, Participation and Early Intervention

Service Design, Policy and Accountability

Human Services Policy

Policy Officer

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 07828)

Gazetted: 05 January 2017

Closing Date: 19 January 2017

Details: The Strategy, Participation and Early Intervention Division is seeking a highly motivated Policy Officer to join the Human Services Policy team. The Division is responsible for the provision of human services policy, programs and funding, governance and advice to the Senior Executive and the Office of the Minister. The Human Services Policy team is responsible for developing strategic and specialist policy on human services issues, leading initiatives focused on social inclusion, preparing Cabinet submissions, progressing legislative reform, contributing to whole of government and national reform initiatives, and participating in national forums regarding children, young people, their families, and on disability issues. The Policy Officer contributes to the development of policy or legislative advice, Ministerial briefings and correspondence, and secretariat support to a range of national forums. This position requires a motivated individual that has experience contributing to policy or program advice, support to internal stakeholders and an ability to communicate effectively. The successful candidate will report to a Senior Policy Officer.

Note: This is a temporary position available until 1 October 2017.

Contact Officer: Sarah Anderson (02) 6207 1090 sarah.anderson@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

School Performance and Operations

School Improvement and Performance

Assistant Manager

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 00233)

Gazetted: 10 January 2017

Closing Date: 17 January 2017

Details: Applications are sought from a dynamic high performing officer to join School Improvement and Performance area with School Operations and Performance Division. Duties will include policy and projects to support school improvement with a focus on educational leadership.

Contact Officer: Christine Lucas (02) 6205 8260 christine.lucas@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>

Division of Surgery and Oral Health

Medical Staff

Anaesthetists

Specialist / Senior Specialist \$162,039 - \$199,961 Senior Specialist \$218,921

Gazetted: 12 January 2017

Closing: 2 February 2017

Overview of the work area and position: Positions are available for anaesthetists to join the Department of Anaesthesia and Pain Management at Canberra Hospital in the Australian Capital Territory. The Department of Anaesthesia and Pain Management consists of 25 full and part time Staff Consultants and 33 Visiting Medical Officers. The Department provides a comprehensive range of clinical anaesthesia services for all surgical specialities including cardiothoracic, neurosurgery and paediatric surgery along with an active preadmission clinic, a post-anaesthesia care unit and an acute and chronic pain management service. The Department has a strong commitment to excellence, quality and safety in clinical care. The Department of Anaesthesia and Pain Management has a strong focus on education and offers a comprehensive rotational training scheme in anaesthesia and pain management. The Canberra Region Rotation Registrar Training Program is accredited for 4 Senior Registrars/Provisional Fellows and 27 Registrars. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$162,039 - \$199,961 Senior Specialist: \$218,921. Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9.5%-10.5% depending on individual arrangements, is payable on this salary component.

Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$265,033 - \$351,512 Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Australian and New Zealand College of Anaesthetists or an equivalent higher specialist qualification.

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

Contact Officer: Prof Thomas Bruessel, Director of Anaesthesia (02) 6244 3245

thomas.brussel@act.gov.au Applications can be forwarded to: Apply online at

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

Corporate

Deputy Director General Corporate

**Deputy Director General Strategy and Corporate
Manager, Canberra Region Medical Education Council
Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 33417)**

Gazetted: 12 January 2017

Closing Date: 19 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: Manage the functions and partnerships of the Canberra Region Medical Education Council (CRMEC). The CRMEC conducts the accreditation functions of the intern training program within the ACT and linked regional networks and provides expert advice to the Minister for Health regarding the quality of education, training and welfare for Junior Medical Officers in the ACT and regional networks.

Eligibility/Other Requirements: An understanding and experience of education in a health setting is highly desirable. 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 three months, commencing end of January 2017 with the possibility of extension. Part-time hours may be negotiated with the successful applicant.

Contact Officer: Prof Katrina Anderson (02) 6244 4951 katrina.anderson2@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Operating Room

Clinical Nurse Consultant - Extended Day Surgical Unit

Registered Nurse Level 3.2 \$112,687, Canberra (PN: 22164)

Gazetted: 12 January 2017

Closing Date: 26 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. The Division of Surgery and Oral Health is responsible for delivering inpatient and outpatients surgical services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. Overview of the work area and position: The Clinical Nurse Consultant (CNC) of Day of Surgery Admissions (DOSA) Unit and Extended Day Surgery Unit (EDSU) works within the Peri-Operative Unit at Canberra Hospital which includes 13 Operating Theatres covering a wide range of surgical specialities, Post Anaesthetic Care Unit (PACU) and a 12 bed EDSU and DOSA unit. DOSA Unit is responsible for the admission, assessment and management of pre-operative emergency and elective patients admitted day of surgery. EDSU is a 23 hour surgical inpatient unit with defined admission criteria providing efficient and effective patient centred care to both emergency and elective surgical patients. The Clinical Nurse Consultant of EDSU/DOSA has overall responsibility for the

financial management and clinical leadership of the nursing staff within the clinical area and ensuring clinical services meet the standards and needs required by the patients, staff and ACT Health.

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

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

Canberra Hospital and Health Services

Medicine

Medical

Diabetes Service

Registered Nurse Level 2 \$86,944 - \$92,151, Canberra (PN: 25202)

Gazetted: 12 January 2017

Closing Date: 26 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. Overview of the work area and position: The ACT Health Diabetes Service are seeking a skilled and motivated diabetes educator to fill a permanent full-time position within the Diabetes Service, in particular those with an interest in diabetes in pregnancy. The successful applicant will provide high quality care and self management education and support to individuals and patient groups at risk of or affected by diabetes encouraging optimal self management using evidence based practices. The Diabetes Service consists of a multidisciplinary team of medical, nursing and allied health staff working across both north and south side health care facilities. The ACT Health Diabetes Service is a multidisciplinary team comprising medical, nursing and allied health professionals. The service provides a coordinated and integrated service between the Canberra Hospital and various community based locations within the ACT. The service provides diabetes care and treatment across the continuum for pre-diabetes, children, adolescents and adults, women during pregnancy, Type 1 and Type 2 diabetes. This nursing role requires the ability to provide appropriate skilled clinical assessment and intervention for clients with gestational diabetes and pre-existing diabetes in pregnancy across ACT Health Campuses. The Diabetes Nurse will be responsible professionally to the Senior Nurse Clinician of the ACT Health Diabetes Service.

Eligibility/Other requirements: Registered with Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse. Must hold and maintain a current driver's licence. Holds or is working towards a tertiary or post graduate qualification in Diabetes Education is desirable. Qualification or experience in midwifery is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a permanent full-time position which may be required to work within different areas within the ACT Health Diabetes Service i.e. Pregnancy, Paediatrics and other Diabetes Services within the Canberra Hospital and Community Health Centres. Part-time applications will not be considered due to operational requirements. A merit list may be established to fill future vacancies at level which may arise over the next 12 months.

Contact Officer: Vicki Mahood (02) 6174 7929 vicki.mahood@act.gov.au

Canberra Hospital and Health Services

Medicine

Medical

Diabetes Service

Registered Nurse Level 2 \$86,944 - \$92,151, Canberra (PN: 22558)

Gazetted: 12 January 2017

Closing Date: 19 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. Overview of the work area and position: The ACT Health Diabetes Service is a multidisciplinary team comprising medical, nursing and allied health professionals. The service provides a coordinated and integrated service between the Canberra Hospital and various community based locations within the ACT. The service provides diabetes care and treatment across the continuum for pre-diabetes, children, adolescents and adults, women during pregnancy, Type 1 and Type 2 diabetes. This nursing role requires the ability to provide appropriate skilled clinical assessment and intervention for clients with gestational diabetes and pre-existing diabetes in pregnancy across ACT Health Campuses. The Diabetes Nurse will be responsible professionally to the Senior Nurse Clinician of the ACT Health Diabetes Service.

Eligibility/Other Requirements: Registered with Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse. Holds or is working towards a Post-Graduate Certificate in Diabetes Education. Must hold and maintain a current driver's licence. Qualification or experience in midwifery is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary part-time position at 8 hours per week (1 day per week) for a period of six months with the possibility of extension of up to two years. The salary noted above will be paid pro rata.

The successful applicant will work within the Diabetes Paediatrics Service.

Contact Officer: Vicki Mahood (02) 6174 7929 vicki.mahood@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Staff

Registered Nurse Level 2 - Pain Services

Registered Nurse Level 2 \$86,944 - \$92,151, Canberra (PN: 22430)

Gazetted: 12 January 2017

Closing Date: 19 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 Pain Management Unit provides an inpatient based acute pain service (limited chronic pain inpatient service) and outpatient based chronic pain service.

Eligibility/Other Requirements: A current registration with the Australian Health Practitioner Agency (AHPRA). Tertiary qualifications in Nursing is desirable. Prior to commencement successful candidates

will be required to undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Rowena Kilpatrick-Lewis (02) 6244 3011 rowena.b.kilpatrick-lewis@act.gov.au

Corporate

Information and Communication Technology

System Support Unit

System Administrator

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 35314)

Gazetted: 12 January 2017

Closing Date: 19 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 ICT Branch is led by the Chief Information Officer (CIO) who provides high-level leadership and advice on policies, planning, and implementation of strategies in relation to health information, information and communication technology (ICT) projects and clinical records management. The Branch is responsible for:

Implementation and support of the Health Directorate Information Technology (IT) Strategic Plan;

Management and support of the Health Directorate clinical records across acute, primary and community based services; Coordination of ICT projects; Management of the relationship with Health Directorate ICT vendors; Financial reporting on Health Directorate use of ICT; Development,

implementation and maintenance of ICT policies and procedures; and Ensuring Health Directorate information security. The ICT Branch is led by the Chief Information Officer (CIO) who provides high-

level leadership and advice on policies, planning, and implementation of strategies in relation to health information, information and communication technology (ICT) projects and clinical records

management. The Branch is responsible for: Implementation and support of the Health Directorate Information Technology (IT) Strategic Plan; Management and support of the Health Directorate clinical records across acute, primary and community based services; Coordination of ICT projects;

Management of the relationship with Health Directorate ICT vendors; Financial reporting on Health Directorate use of ICT; Development, implementation and maintenance of ICT policies and procedures and ensuring Health Directorate information security. Overview of the work area and position: The

Systems Support Unit provides support for ACT Health enterprise systems including; Clinical Portal Suite;

ICU Clinical Information System; Renal Electronic Medical Record; GP Website; Find a Health Service and electronic Medication Management. In addition there are specialist teams providing testing and training

support to the Clinical Systems Program. As a System Administrator, you will work within the System Support team and perform system and business support duties in relation to the ACT Health Clinical Portal application.

Eligibility/Other Requirements: Experience supporting the ACT Health Clinical Portal, or other complex ICT systems within a Health environment is desirable. 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 six months.

Contact Officer: Belinda Harris (02) 6205 9180 belinda.harris@act.gov.au

Corporate

ICT Health

E-Health

System Administrator

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 35315)

Gazetted: 12 January 2017

Closing Date: 19 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 ICT Branch is led by the Chief Information Officer (CIO) who provides high-level leadership and advice on policies, planning, and implementation of strategies in relation to health information, information and communication technology (ICT) projects and clinical records management. The Branch is responsible for: Implementation and support of the Health Directorate Information Technology (IT) Strategic Plan; Management and support of the Health Directorate clinical records across acute, primary and community based services; Coordination of ICT projects; Management of the relationship with Health Directorate ICT vendors; Financial reporting on Health Directorate use of ICT; Development, implementation and maintenance of ICT policies and procedures; and Ensuring Health Directorate information security. The ICT Branch is led by the Chief Information Officer (CIO) who provides high-level leadership and advice on policies, planning, and implementation of strategies in relation to health information, information and communication technology (ICT) projects and clinical records management. The Branch is responsible for: Implementation and support of the Health Directorate Information Technology (IT) Strategic Plan; Management and support of the Health Directorate clinical records across acute, primary and community based services; Coordination of ICT projects; Management of the relationship with Health Directorate ICT vendors; Financial reporting on Health Directorate use of ICT; Development, implementation and maintenance of ICT policies and procedures; and ensuring Health Directorate information security. Overview of the work area and position: The Systems Support Unit provides support for ACT Health enterprise systems including; Clinical Portal Suite; ICU Clinical Information System; Renal Electronic Medical Record; GP Website; Find a Health Service and Electronic Management. In addition there are specialist teams providing testing and training support to the Clinical Systems Program. As a System Administrator, you will work within the System Support team and perform system and business support duties in relation to the ACT Health Clinical Portal application. Eligibility/Other Requirements: Experience supporting the ACT Health Clinical Portal or other complex ICT systems within a Health environment is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.
Contact Officer: Belinda Harris (02) 6205 9180 belinda.harris@act.gov.au

Canberra Hospital and Health Services

Medicine

Medical

Registered Nurse Diabetes Service

Registered Nurse Level 1 \$62,609 - \$83,634, Canberra (PN: 19395)

Gazetted: 12 January 2017

Closing Date: 19 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 ACT Health Diabetes Service provides acute and ambulatory outpatient services to consumers of the ACT and surrounding NSW region. The ACT Health Diabetes Service is a multidisciplinary team comprising Medical, Nursing and Allied Health Professionals. The service provides a coordinated and integrated service between the Canberra Hospital and various community based locations within the ACT. The

service provides diabetes care and treatment across the continuum for pre-diabetes, children, adolescents and adults, women during pregnancy, Type 1 and Type 2 diabetes. Overview of the work area and position: The ACT Health Diabetes Service team are responsible for providing education and management of people at risk of and who have diabetes within acute and community health care settings. Under the direction of Senior Diabetes Nurse Educators, you will rotate across areas within the service. This position will provide an excellent foundation in diabetes education and will compliment Nurses undertaking Post Graduate qualifications in diabetes education through an Australian Diabetes Educators Association (ADEA) recognised tertiary course. The Registered Nurse Level 1 will be responsible professionally to the Level 2 Diabetes Educator in their area of work.

Eligibility/Other Requirements: Registration with Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse. A 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 for a period of 12 months. This position will require rotation between multiple sites operated by ACT Health.

Contact Officer: Vicki Mahood (02) 6174 7929 vicki.mahood@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Women and Babies

Registered Midwives

Registered Nurse Level 1 \$62,609 - \$83,634, Canberra (PN: 30901, several)

Gazetted: 12 January 2017

Closing Date: 19 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. Overview of the work area and position: Centenary Hospital for Women and Children (CHW&C) require suitably qualified Midwives who will provide midwifery care in all areas of maternity. The Division of Women Youth and Children includes the Centenary Hospital for Women and Children (CHW&C) and the Women, Youth and Children Community Health Programs. The CHW&C includes the Maternity Unit, the Paediatric Department and Neonatal Services. These positions will be located in the Maternity Unit which provides care for approximately 3700 women and their babies annually. The CHW&C is a tertiary referral centre, has a low risk Birth Centre and provides care for women of all risk from the ACT and the surrounding regions. The CHW&C is a Baby Friendly Accredited Hospital.

Eligibility/Other Requirements: Registered or eligible for registration as a Midwife 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*.

Notes: These positions are required to participate in a rotating roster, seven days a week. Full-time and part-time hours will be considered.

Contact Officer: Judy Morgan (02) 6174 7582 judy.morgan@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Wards

Orthoptist

Health Professional Level 2 \$60,871 - \$83,563, Canberra (PN: 34070)

Gazetted: 12 January 2017

Closing Date: 26 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: An exciting opportunity exists within the multidisciplinary outpatient Ophthalmology team at Canberra Hospital as an Orthoptist. The Ophthalmology Clinic is responsible for the coordination and delivery of ophthalmic health care in the ACT. We provide all emergency eye services for the territory, and non-emergency corneal, retinal, paediatric and neuro-ophthalmic clinics.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA) in an allied health profession, or, where from a non-registered allied health profession, eligibility for membership of the appropriate professional organisation. Tertiary qualifications or equivalent are required. Degree or Masters in Orthoptics or equivalent. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Kandas Miller (02) 6174 5870 kandas.p.miller@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged Care and Community Care

RACC Executive

Administrative Services Officer

Administrative Services Officer Class 3 \$59,152 - \$63,661, Canberra (PN: 29163)

Gazetted: 12 January 2017

Closing Date: 19 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.

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

Contact Officer: Lydia Thomas (02) 6207 0486 lydia.m.thomas@act.gov.au

Canberra Hospital and Health Services

Critical Care

Acute Clinical Service Unit

Acute Surgical Unit

Enrolled Nurse Level 1 \$56,784 - \$60,668, Canberra (PN: 19458, several)

Gazetted: 12 January 2017

Closing Date: 19 January 2017

Details: About us: Canberra Hospital and Health Services provide acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical, paediatric and obstetric services, including complex procedures in areas such as Intensive Care Unit, Neonatal Intensive Care, Cardiac and Neurosurgery. The Division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department, Capital Region Retrieval Service and the Acute Clinical Services Unit (Acute Surgical Unit, Medical Emergency Team and the Early Recognition of the Deteriorating Patient program). Overview of the work area and position: The Acute Surgical Unit (ASU) is a 16 bed short stay Unit located next to the Emergency Department (ED) and Medical Imaging (MI). The ASU has a dedicated multi disciplinary team (MDT) that provides a comprehensive, multidisciplinary patient centred care approach. The aim of ASU is to improve the continuity of care for general surgical patients, decrease and streamline the time patients spend in the ED and to optimise patient outcomes. The ASU aims to improve efficiency in patient investigations and enhance the management of general surgical patients which includes efficiency in emergency theatre lists.

Eligibility/Other Requirements: Be registered or have applied for registration as an Enrolled Nurse Level 1 with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement all successful candidates will be required to undergo a pre-employment Police check.

Note: These are permanent full-time positions working a rotating roster, hours are negotiable.

Contact Officer: Sarah Majeed (02) 6244 5734 sarah.majeed@act.gov.au

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

Ambulatory Care

Intake Customer Service Officer

Administrative Services Officer Class 2/3 \$52,208 - \$63,661, Canberra (PN: 21040)

Gazetted: 12 January 2017

Closing Date: 19 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: There is an opportunity to join the dynamic, customer focused Intake team, providing appointments and information on ACT Health Intake Services to members of the public over the telephone and via email. The successful applicant will be working as part of a team in a busy call centre environment. They will need to effectively communicate with callers and actively contribute to the achievement of key performance indicators. Applicants will ideally have previous experience working in a busy customer service environment and possess: Excellent customer service skills; strong verbal communication skills and the ability to communicate with ease at all levels; written skills with attention to detail; strong organisational skills and ability to prioritise and meet deadlines; capacity to work well within a team; a high level of personal integrity and discretion and sound keyboard skills and the ability to use health based IT systems.

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

Notes: A phone and face to face interview may be conducted along with testing for attention to detail as part of the Selection Process. This position will be filled at either the ASO2 or ASO3 level, dependant on the skills and experience of the successful applicant. 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: Bernadette Armati (02) 6205 2339 bernadette.armati@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Women, Youth and Children Health Programs

Central Team Administrator

Administrative Services Officer Class 2 \$52,208 - \$57,648, Canberra (PN: 20885, several)

Gazetted: 12 January 2017

Closing Date: 19 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: Your role will be to organise and process the Kindergarten Health Check paperwork and the School Immunisation Program data as well as to assist clients with their phone enquiries and requests for immunisation information. Positions provide administrative support to enable the smooth running of the Central Regional Team. Most work will involve your working with the School Health Team who deliver the national immunisation program of vaccines to students in year 7 and complete the Kindergarten health check. You will be an important part of the team to ensure the smooth delivery of both these programs and you will be well supported in the role by the Kindergarten Health Check coordinator and Immunisation Coordinator as well as the Central Team Manager and Clinical Nurse Consultant.

Eligibility/Other Requirements: Current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Desirable: Ability to type with speed, efficiency and safety for yourself ; Experience in Microsoft applications; in particular Excel, Word and Outlook .

Note: Two positions are available part-time at 21:39 hours per week. The position is based in 1 Moore Street. Standard work hours are Monday to Friday 08:30 - 16:51. Selection may be based on application and referee reports only.

Contact Officer: Carolyn Thomas (02) 6205 5059 carolyn.thomas@act.gov.au

Canberra Hospital and Health Services

Medicine

Clinical

Assistant in Nursing/Personal Care Worker

Assistant in Nursing \$48,165 - \$49,796, Canberra (PN: 36024, several)

Gazetted: 12 January 2017

Closing Date: 19 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 Division of Medicine is seeking enthusiastic, committed and suitably qualified staff to fill our Assistant in Nursing roles in our Inpatient units (6A, 9A, 8B, 7B and 7A).

Eligibility/Other Requirements: Certificate III in Health Services Assistance or recognised equivalent. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: These are temporary positions available for a period of 12 months with the possibility of extension and/or permanency. Part-time hours will be considered.

Contact Officer: Catherine Clift (02) 6244 2265 catherine.clift@act.gov.au

Canberra Hospital and Health Services

Surgical and Oral Health

Surgical Wards

Across all Surgical Wards

Assistant in Nursing \$48,165 - \$49,796, Canberra (PN: 36034, several)

Gazetted: 12 January 2017

Closing Date: 19 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. Overview of the work area and position: The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

Eligibility/Other Requirements: Certificate III in Health Services Assistance or recognised equivalent (for example working towards Diploma in Nursing or Bachelor of Nursing) is essential. 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: There are several permanent full-time and part-time positions available across all surgical wards. Contact Officer: Clair Collins (02) 6244 2364 clair.collins@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support

Manager of Social Work, Allied Health, Division of Medicine

Health Professional Level 5 \$116,570 - \$131,229, Canberra (PN: 20880)

Gazetted: 12 January 2017

Closing Date: 10 February 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 Acute Support Allied Health Service is part of the Division of Medicine which is a contemporary evidence based service, providing high quality inpatient and outpatient care at the Canberra Hospital. Acute Support Allied Health comprises nine distinct Allied Health teams including Nutrition, Physiotherapy and Social Work and aims to provide collaborative care working both within the Division of Medicine and across the six other clinical divisions that make up Canberra Hospital and Health Services, as required. In this position it is expected that you will provide clinical leadership, management of and guidance to the discipline workforce, as well as provide oversight and apply quality improvement processes to the services provided as a discipline and as an integrated allied health service working across multiple clinical Divisions. You will provide regular input into, and form, an integral part

of the Acute Support Allied Health leadership team. You will be required to oversight professional development and supervision, promote and participate in quality improvement and research initiatives, manage credentialing and regulation compliance and contribute to team processes.

Eligibility/Other Requirements: Where applicable be registered or be eligible for membership with the Australian Association of Social Workers (AASW). Approved Degree or Postgraduate qualifications in Social Work, Current member/eligible for membership with the Australian Association of Social Workers, Proven leadership/management experience in an acute Hospital, Relevant post graduate qualifications and/or extensive professional and operational experience within an acute care Hospital setting and a current driver's licence is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Sam Lazarus (02) 6274 5106 sam.lazarus@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

Corporate

People and Workplace Strategy

Workplace Coach

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 38093)

Gazetted: 11 January 2017

Closing Date: 26 January 2017

Details: The People and Workplace Strategy team are seeking an enthusiastic person to fill the position of Workplace Coach. Duties and responsibilities of the successful applicant will include undertaking a range of both complex and strategic human resources activities relating to improving workplace cultures across the Directorate. You will be required to build effective relationships with Managers, facilitating formal and informal coaching to develop their skills to manage complex people issues and informing the development of a strategy to drive cultural change in the Directorate while supporting the successful implementation of the strategy. Part of the role is to prepare submissions, reports, recommendations and correspondence in relation to people issues. This position is also accountable for providing timely support to Business Units to prevent escalation of conflict within teams and contribute professional expertise to resolve ongoing and/or entrenched difficulties.

Eligibility/Other Requirements: Tertiary qualifications in Organisational Psychology are highly desirable however not essential. Experience in a similar role with practical experience in HR Management is highly desirable.

Note: This temporary position is available for twelve months.

Contact Officer: Janine Hammat (02) 6207 5262 janine.hammat@act.gov.au

Corporate

People and Workplace Strategy

Workforce Planning Consultant

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 38073)

Gazetted: 11 January 2017

Closing Date: 26 January 2017

Details: The People and Workplace Strategy team are seeking an enthusiastic person to fill the position of Workforce Planning Consultant. The successful applicant will undertake a range of both complex and strategic human resources activities relating to workforce planning, reporting and management across the Directorate. The role is responsible for the development and implementation of a strategic workforce profiling and planning framework for Justice and Community Safety (JACS). This will be done by analysing current and future workforce needs and providing workforce research, reports and profiles as required by business units and People and Workplace Strategy (PWS). Other duties include the preparation of submissions, reports, recommendations and correspondence in relation to workforce planning, to support enterprise bargaining negotiations and other HR initiatives. This position is suitable for someone who can build effective relationships with managers and business units.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field are desirable. Ability to generate and manipulate ad-hoc reporting from HR Information Management Systems is desirable. Experience in workforce planning and reporting is essential.

Note: This temporary position is available for twelve months.

Contact Officer: Janine Hammat (02) 6207 5262 janine.hammat@act.gov.au

Corporate

People and Workplace Strategy

Senior Injury Management Coordinator

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 38092)

Gazetted: 11 January 2017

Closing Date: 26 January 2017

Details: The People and Workplace Strategy team are seeking an enthusiastic person to fill the position of Senior Injury Management Coordinator. The successful applicant will undertake a range of both complex and strategic human resources activities relating to improving employees wellbeing and the ongoing management of ill and injured employees of the Directorate. This role, in partnership with HR advisors in People and Workplace Strategy (PWS) and Justice and Community Safety (JACS) Managers, will provide specialist early intervention and rehabilitation case management across the diverse range of Directorate workplaces and contribute expertise to resolving casework, in particular long term claims, through effective communication and coordination with Comcare, business units, Shared Services injury managers and HR advisors in PWS. Other duties include the preparation of submissions, reports, recommendations and correspondence in relation to casework. This position is suitable for someone who can build effective relationships with managers to develop their skills to manage health related people issues and minimise the cost of injury claims, absences from work and aggravation of injuries. Eligibility/Other Requirements: Tertiary qualifications in a relevant field are desirable however not essential. Experience in a similar role is essential.

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

Contact Officer: Janine Hammat (02) 6207 5262 janine.hammat@act.gov.au

Corporate

People and Workplace Strategy

Strategic Human Resources

Employee Relations Advisor - Enterprise Bargaining

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 38091)

Gazetted: 11 January 2017

Closing Date: 25 January 2017

Details: The People and Workplace Strategy team are seeking an enthusiastic person to fill the position of Employee Relations Advisor – Enterprise Bargaining. The successful applicant will assist the Senior HR Operations Manager by undertaking a range of technical advice and support activities relating to re-

negotiations of replacement Enterprise Agreements for the Directorate. The successful applicant will attend and record negotiation meetings, communicate changes/impacts to employees and managers of the Directorate as well as draft proposed agreement provisions as required. Other duties include the preparation of submissions, reports, recommendations and correspondence in relation to proposals for the Agreement. This position is suitable for someone who can build effective relationships with stakeholders to facilitate communication, feedback and input to the negotiation process.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field are desirable however not essential. Experience in a similar position is highly desirable.

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

Contact Officer: Liz Beattie (02) 6205 3995 liz.beattie@act.gov.au

ACT Law Courts and Tribunal

ACT Civil and Administrative Tribunal

ACAT Administration Manager

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 38035)

Gazetted: 09 January 2017

Closing Date: 23 January 2017

Details: The ACT Law Courts and Tribunal Administration is seeking an experienced Manager to undertake the role of Administration Manager of the ACT Civil and Administrative Tribunal (ACAT). The successful applicant will have effective people management skills and be able to work with a range of stakeholders, including tribunal users, staff and members, to achieve quality outcomes for the ACAT. Responsibilities include: Leading a number of teams providing registry administrative services, managing and training staff to ensure that the work of the team is effective, consistent and accurate, planning and managing resources to meet ACAT's current and future operational needs, responding to complex enquiries and exercising the statutory appointment of Deputy Registrar as required. The occupant will also be required to manage monthly and annual workload statistics and oversee ACAT facilities management and accommodation services.

Eligibility/Other Requirements: Demonstrated knowledge and understanding of the role of the ACT Civil and Administrative Tribunal in the ACT community and of ACAT practices, procedures and related legislation would be an advantage.

Contact Officer: Cath Fallon (02) 6205 0609 cath.fallon@act.gov.au

ACT Law Courts and Tribunal Administration

Corporate and Strategic Services

Corporate Information and Systems

Training and Senior Support Officer

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 35352)

Gazetted: 09 January 2017

Closing Date: 17 January 2017

Details: The ACT Law Courts and Tribunal is seeking a Training and Support Officer. As the training officer you will be responsible for the designing, developing and facilitating training in the use of Information, Communications and Technology (ICT) business systems, including the implementation of the new Integrated Court Management System (ICMS), to the Law Courts and Tribunal (LCT) Administration and key stakeholders. You will be required to identify training needs through a skills assessment and training needs analysis of LCT users. Develop training and support programs to ensure LCT users are provided with appropriate skills and training required for their respective roles. Design training modules and support materials such as handouts, manuals and exercises for induction, operational and project situations that incorporate both business process and system interactions. Plan, prioritise, coordinate, communicate and manage the delivery of all training sessions; evaluate the

effectiveness of training programs and learning outcomes and identify risks and issues; and develop and foster effective working relationships with external agencies and key stakeholders. You will also be required to provide support to all LCT administration; in consultation with business areas, design, develop and implement efficient business processes to improve LCT operations through the effective use of information and technology; assist with the efficient operation of the ICMS service desk – provide advice, guidance and support to LCT users on the operation of the ICMS; assist with the testing and implementation of ICMS and future software upgrades; assist with maintaining and updating the Law Courts and Tribunal intranet, including content and usability reviews; assist with a range of complementary projects that support the improvement of LCT operations and implementation of efficient work practices.

Eligibility/Other Requirements: Relevant qualifications and experience in areas applicable to the position would be highly desirable. Certificate IV in Training and Assessment, equivalent qualifications or willingness to obtain such qualifications is highly desirable.

Note: This is temporary position available for up to six months with the possibility of permanency.

Contact Officer: Gina Forner (02) 6207 3981 gina.forner@act.gov.au

ACT law Courts and Tribunal

ACT Civil and Administrative Tribunal

Energy and Water Complaints Officer

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 34715)

Gazetted: 10 January 2017

Closing Date: 24 January 2017

Details: The ACT Law Courts and Tribunal Administration is seeking to recruit a member of staff for the role in the Energy and Water Complaints Team of the ACT Civil and Administrative Tribunal. The successful applicant will have well developed communications skills and be able to work with a range of stakeholders to achieve quality outcomes. Responsibilities included providing accurate and timely advice and information to tribunal users, assisting in the resolution of complaints that require investigation and providing registry services for unresolved complaints that proceed through formal tribunal processes.

Eligibility/Other Requirements: Sound knowledge of Microsoft Excel would be an advantage.

Qualifications in Investigations or Dispute Resolution, or an interest in gaining these qualifications, is desirable. A basic understanding of the Utility Industry and Complaints Management would be an advantage. A basic understanding of Parts 12 of the *Utilities Act 2000* and related codes and regulations, including the Consumer Protection Code as well as the National Energy Customer Framework, including the National Energy Retail Rules, or the ability to quickly assimilate this knowledge would be an advantage.

Contact Officer: Brenton Hutchison (02) 6207 7738 brenton.hutchison@act.gov.au

Environment, Planning and Sustainable Development

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

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

Environment

ACT Parks and Conservation Service

Parks and Partnership

Manager, Community and Visitor Programs

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 09888)

Gazetted: 10 January 2017

Closing Date: 25 January 2017

Details: The ACT Parks and Conservation Service (PCS) is looking for a Community and Visitor Programs Manager with the experience and aptitude to oversee the delivery of best practice community engagement and visitor management programs in ACT parks and reserves. The Community and Visitor Programs Manager will be a big picture thinker and an agency leader in developing community and industry partnerships in the delivery of conservation, recreation and visitor programs. This includes leading and inspiring a team of program staff to work collaboratively with PCS District staff, other ACT government staff and key external stakeholders to coordinate high quality community and visitor programs across the reserve estate. The position will lead the development of strategies that provide coordination and direction for recreation, community engagement and interpretation activities across the PCS estate. The successful applicant will need to demonstrate leadership qualities with an ability to initiate and manage change in pursuit of continuous improvement.

Eligibility/Other Requirements: This position is classified as a Designated Fire Position under the Collective Agreement. Applicants must be willing and physically capable to undertake incident management duties, including participation in fire standby, fire suppression and fire training, work at any location throughout the reserve estate, wear a uniform and hold a manual driver's licence is essential.

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

Contact Officer: Daniel Iglesias (02) 6207 6998 daniel.iglesias@act.gov.au

Environment

ACT Parks and Conservation Service

Licensing Officer

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 38126)

Gazetted: 10 January 2017

Closing Date: 31 January 2017

Details: The Licensing and Compliance (L&C) team works across the ACT Parks and Conservation Service to investigate breaches of relevant legislation and administers fauna and flora licences under the *Nature Conservation Act 2014*, which typically includes licences for: Private animal keepers; pet shops and zoos; import and export of native and exotic animals; and scientific and environmental purposes. The team works to develop and support the skills of rangers to ensure investigations and compliance activities are undertaken in accordance with legislative requirements and demonstrated best practice. The team also works to implement or, where necessary, establish policies and procedures for the conduct of investigations and enforcement activities. As the Licensing officer you will be responsible for maintaining the animal and plant licensing system including preparation of licences and the provision of information to the public on the regulations and laws relating to the aspects of nature conservation, the protection of fauna and flora and boating and fishing activities in the ACT and Googong Reserve. You will also perform the duties of an authorised officer under ACT legislation administered by the Environment Division of EPSDD including, but not limited to the *Nature Conservation Act 2014*, *Fisheries Act 2000*, *Animal Diseases Act 2005*, *Plant Diseases Act 2005* and the *Pest Plants and Animals Act 2005*.

Eligibility/Other Requirements: Experience in a regulatory and Licensing Environment and a Certificate IV in Government Investigation or equivalent is highly desirable. Tertiary or vocational qualifications and/or experience in Environmental Management, Natural Resource Management or Environmental Law are desirable. A current driver's licence is required.

Note: Selection may be based upon written application and referee reports only. Please include the contact details for two referees in your application.

Contact Officer: Stephen Hughes 0418 481649 stephen.hughes@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 6 \$78,644 - \$90,006
Catherine Black 848-76017, Section 68(1), 16 January 2017

Administrative Services Officer Class 3 \$59,152 - \$63,661
Taylor Conroy 848-66468, Section 68(1), 9 January 2017

Senior Officer Grade C \$98,977 - \$106,542
Shu-Yen Ee 853-47942, Section 68(1), 10 January 2017

Infrastructure Officer 4 \$117,576 - \$133,583
David Henry Hughes 772-79572, Section 68(1), 9 January 2017

Administrative Services Officer Class 6 \$78,644 - \$90,006
Ross Shadbolt 835-68442, Section 68(1), 16 January 2017

Senior Officer Grade C \$98,977 - \$106,542
Bohdana Szydlik 846-97449, Section 68(1), 11 January 2017

Legal 1 \$60,872 - \$122,597
Emily Upcroft 853-42199, Section 68(1), 12 January 2017

Environment, Planning and Sustainable Development

Senior Officer Grade C \$98,977 - \$106,542
Terri-Ann English: 82482735, Section 68 (1), 23/01/2017

Health

Health Professional Level 2 \$60,871 - \$83,563
Donna Au 850-41556, Section 68(1), 4 January 2017

Registered Nurse Level 1 \$62,609 - \$83,634
James Barallon 844-34112, Section 68(1), 11 February 2017

Administrative Services Officer Class 4 \$65,671 - \$71,108
Wendy Barber 850-41310, Section 68(1), 12 January 2017

Registered Nurse Level 1 \$62,609 - \$83,634
Sarah Brown 847-02551, Section 68(1), 26 January 2017

Registered Nurse Level 1 \$62,609 - \$83,634
Michelle Bullock 786-34353, Section 68(1), 26 January 2017

Health Service Officer Level 3 \$47,670 - \$49,220
Jack Divorty 847-00476, Section 68(1), 5 January 2017

Building Trade \$65,580 - \$69,360

Bradley Falkenberg 853-47133, Section 68(1), 9 January 2017

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

Nicole Goddard 853-47651, Section 68(1), 23 January 2017

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

Fiona Gray 834-44351, Section 68(1), 26 January 2017

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

Emma Jackson 850-42583, Section 68(1), 8 February 2017

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

Sarah Leahy 844-34964, Section 68(1), 12 January 2017

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

Georgia MacDonald 848-21307, Section 68(1), 12 January 2017

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

Natasha Middlemiss 848-80972, Section 68(1), 12 January 2017

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

Cheryl-Lyn Noble 853-47248, Section 68(1), 10 January 2017

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

Bruce Norton 853-47563, Section 68(1), 9 January 2017

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

Kathryn Owers 853-45496, Section 68(1), 9 January 2017

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

Rosmamma Palaithaiparamppu Joseph 834-46031, Section 68(1), 26 January 2017

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

Adele Pate 844-33515, Section 68(1), 4 January 2017

Assistant in Nursing \$48,165 - \$49,796

Heather Paterson 847-27927, Section 68(1), 31 December 2016

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

Thomas Phillips 844-32600, Section 68(1), 16 January 2017

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

Jessy Saji 853-48072, Section 68(1), 12 January 2017

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

Alanna Shepherd 847-01698, Section 68(1), 16 January 2017

Administrative Services Officer Class 2 \$52,208 - \$57,648

Holly Shires 848-85642, Section 68(1), 4 January 2017

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

Jillian Wade 847-26852, Section 68(1), 16 January 2017

TRANSFERS

Community Services

Andrew Horton: 838- 511 33

From: Administrative Services Officer Class 4 \$65,671 - \$71,108
Transport Canberra and City Services

To: Administrative Services Officer Class 4 \$65,671 - \$71,108
Community Services, Canberra (PN. 30714) (Gazetted 7 November 2016)

Health

Mary Brunton: 260-15999

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

To: Registered Nurse Level 2 \$86,944 - \$92,151
Health, Canberra (PN. 22657) (Gazetted 17 November 2016)

Kylie Rayner: 820-91021

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

To: Registered Nurse Level 2 \$86,944 - \$92,151
Health, Canberra (PN. 22763) (Gazetted 17 November 2016)

Alison Sit: 838-54414

From: Health Professional Level 3 90,583
Health

To: Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade)
Health, Canberra (PN. 17591) (Gazetted 27 October 2016)

Claire Wallace: 795-53088

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

To: Registered Nurse Level 2 \$86,944 - \$92,151
Health, Canberra (PN. 22654) (Gazetted 17 November 2016)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Revenue Management

Objections

Jemma Dalley: 846-93683

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 56035) (Gazetted 21 November 2016)

Shared Services

Strategic HR and Corporate

Change Management

Ashlee Hall: 836-13311

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 37899) (Gazetted 18 November 2016)

Enterprise Canberra

Skills Canberra

Governance and Strategic Services

Caitlin Pantos: 820-76489

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 11376) (Gazetted 15 December 2016)

Access Canberra

Community, Business and Transport Regulation

Vehicle Safety Standards

Francois Patron: 827-28475

From: Technical Officer Level 3 \$68,126 - \$76,990

Chief Minister, Treasury and Economic Development

To: Technical Officer Level 4 \$78,644 - \$90,006

Chief Minister, Treasury and Economic Development, Canberra (PN. 38063) (Gazetted 19 December 2016)

Health

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Tsering Angmo: 839-25622

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

Health

To: Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade)
Health, Canberra (PN. 23689) (Gazetted 15 December 2016)

Canberra Hospital and Health Services

Medicine

Acute Support Services

Kerry Boyd: 261-24562

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

Health

To: †Health Professional Level 5 \$116,570 - \$131,229

Health, Canberra (PN. 15025) (Gazetted 4 November 2016)

Corporate

People and Culture

Staff Development

Ciaran Doolan: 827-40175

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

Health

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

Health, Canberra (PN. 31924) (Gazetted 6 October 2016)

Justice and Community Safety

Emergency Services Agency

ACT State Emergency Service

Tracey Annette Allen: 755-79141

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

Justice and Community Safety

To: †Senior Officer Grade A \$135,384

Justice and Community Safety, Canberra (PN. 07718) (Gazetted 16 June 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.

Public Trustee and Guardian

Wills Estates and Trusts

Heidi Jammer: 836-1469

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

Justice and Community Safety

To: Trust Officer Level 1 \$65,049 - \$74,483

Justice and Community Safety, Canberra (PN. 08033) (Gazetted 2 November 2016)

Transport Canberra and City Services

Chief Operating Officer Group

Finance

Claudia Haggarty: 846-96059

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 24922) (Gazetted 28 November 2016)

Chief Operating Officer Group

Governance and Business Solutions

Assembly and Government

Meaghan Hart: 820-76534

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 10617) (Gazetted 14 November 2016)