



ACT Government Gazette

Gazetted Notices for the week beginning 23 February 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 People and Organisational Governance

CIT Yurauna Centre

Cultural and Community Studies Teacher

Teacher Level 1 \$69,477 - \$92,704, Canberra (PN: 51218)

Gazetted: 01 March 2017

Closing Date: 15 March 2017

Details: Under general direction of the Director, CIT Yurauna Centre a Teacher (Level 1) will perform the following professional educational, administrative and training duties. Teach up to the number of hours prescribed in the relevant Enterprise Agreement. Develop educational resource material, for new and existing programs of study incorporating a range of technologies including power point, online learning, E-Learn and electronic whiteboards. Counsel and advise students on their program of study, goals, learning pathways and other issues relevant to their effective participation in course offered. Engage with Aboriginal and Torres Strait Islander people that are disengaged from education – ranging from youth to mature age. Keep abreast of current issues in the VET area, particularly learning strategies for Aboriginal and Torres Strait Islander people disengaged from education that may be seeking a positive learning environment. Promotion of the CIT Yurauna Centre across the ACT Region and Nationally. 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: Mandatory: New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or its successor). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or its successor). Industry Experience: All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Desirable: Tertiary qualifications relevant to teaching Community Services, Mental Health, Aboriginal Studies. 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

Note: This is an Indigenous Australian Identified position.

Contact Officer: Caroline Hughes (02) 6207 3308 caroline.hughes@cit.edu.au

CIT People and Organisational Governance

CIT Yurauna Centre

Cultural Arts Teacher

Teacher Level 1 \$69,477 - \$92,704, Canberra (PN: 55556)

Gazetted: 01 March 2017

Closing Date: 15 March 2017

Details: Under general direction of the Director, CIT Yurauna Centre a Teacher (Level 1) will perform the following professional educational, administrative and training duties: Teach up to the number of hours prescribed in the

relevant Enterprise Agreement; Develop educational resource material, for new and existing programs of study incorporating a range of technologies including power point, online learning, E-Learn and electronic whiteboards; Counsel and advise students on their program of study, goals, learning pathways and other issues relevant to their effective participation in course offered; Engage with Aboriginal and Torres Strait Islander people that are disengaged from education – ranging from youth to mature age; Keep abreast of current issues in the VET area, particularly learning strategies for Aboriginal and Torres Strait Islander people disengaged from education that may be seeking a positive learning environment; and promotion of the CIT Yurauna Centre across the ACT Region and Nationally. 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: Mandatory: New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or its successor). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or its successor). Industry Experience: All Teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Relevant qualifications in Art and Design is desirable. 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
Note: This is an Indigenous Australian Identified position.
Contact Officer: Caroline Hughes (02) 6207 3308 caroline.hughes@cit.edu.au

CIT Student and Academic Services

CIT Student Services

Assistant Team Leader

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 17172)

Gazetted: 28 February 2017

Closing Date: 7 March 2017

Details: Canberra Institute of Technology (CIT) is seeking an enthusiastic individual to assist with the day to day supervision of staff in the Information team including implementing policy and review procedures and responding to the more complex enquiries and respond to the more complex enquiries including identification and referral of students with special needs. 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.

Note: This position is temporary available until 5 May 2017 with the possibility of extension.

Contact Officer: Barbara McCormack (02) 6207 3560 barbara.mccormack@cit.edu.au

CIT Student and Academic Services

CIT Student Services

Assistant Team Leader – Shop Front

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 54930)

Gazetted: 24 February 2017

Closing Date: 3 March 2017

Details: Applications are invited to fill an Assistant Team Leader position in a dynamic team with the CIT Student Services Shopfront to coordinate all client service operations, including: first-point-of-contact inquiries; all general counter services, enrolments and re-enrolments; use of student information systems including Banner; and specialist student services, including referrals to appropriate services and information sources. 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.

Note: This position is temporary available until 26 May 2017 with the possibility of extension.

Contact Officer: Amelia Scicluna (02) 6207 3451 amelia.scicluna@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

Shared Services

Shared Services ICT

Business Application Management

Senior Pathology Application Support Officer

Senior Information Technology Officer Grade C \$98,977 - \$106,542, Canberra (PN: 38186)

Gazetted: 28 February 2017

Closing Date: 14 March 2017

Details: This role works under the direction of the Pathology Systems Support Manager and in close co-operation with other Shared Services teams, vendors, Pathology, and other Health staff to provide technical and application support of the Pathology systems. The successful applicant will have good technical skills, exceptional problem solving skills and be able to communicate well with a diverse range of technical and non-technical people. They will be required to prioritise their busy work load under the supervision of the Systems Support Manager.

Eligibility/Other Requirements: This position will be required to participate in an out-of-hours on-call roster.

Possession of, or the ability to rapidly attain, a baseline security clearance, is mandatory. Tertiary qualifications in Information Technology are very highly desirable. Educational and professional qualifications checks may be undertaken prior to employment.

Note: This is a temporary position available for six months with the possibility of extension and/or permanency from this process. Selection may be based on application and referee reports only.

Contact Officer: Mark Woodward (02) 6244 3067 mark.woodward@act.gov.au

Access Canberra

Community, Business and Transport Regulation

Advice, Investigations and Enforcement

Manager, Working with Vulnerable People Investigation Team

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 28801)

Gazetted: 27 February 2017

Closing Date: 6 March 2017

Details: Under the broad direction of the Senior Manager – Advice, Investigation and Enforcement you will: In dealing with clients (Applicants for a WWVP Registration, bodies representing or dealing with vulnerable people, other Access Canberra teams and external stakeholders): Implement high level client services that ensure staff provide a positive experience; Ensure the provision of accurate and relevant information to parties with which the WWVP Investigation Team deals; and Resolve more complex issues with or on behalf of the team. As Manager of the WWVP Investigations team: Lead, manage and monitor performance of a team of Investigators, including the mentoring and setting of team work priorities in line with corporate objectives; Manage investigation and compliance activities under the Act; Implement and monitor corporate policies and processes to provide high quality outcomes across the range of responsibilities of the team and Access Canberra more broadly; and Ensure achievement and development plans are maintained for all staff. As a manager in Access Canberra with Executive/Administrative responsibilities: Deal appropriately with confidential and sensitive information; Exercise delegations and statutory responsibilities under relevant legislation, including but not limited to the *Territory Records Act 2002*, the *Public Sector Management Act 1994* and the *Work Health and Safety Act 2011*; Operate in accordance with relevant ACT Government and organisational policies; Ensure procedures are in place to support decision making, including operating within the quality assurance framework to ensure the accuracy and integrity of regulated activities are regularly reviewed and improved over time; Represent Access Canberra at various committees, seminars, conferences and meetings on a local and national basis, as required; Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework; and this position involves direct supervision of staff.

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

Note: This position is temporary for a period of twelve months, with the possibility of extension. This role may require periods of on-call and outside standard hours and weekends work. To apply please include a current curriculum vitae along with a statement of claims against the duties of the position of no more than two pages. Contact Officer: Michael Azize (02) 6207 9179 michael.azize@act.gov.au

Shared Services

Strategic Finance

Financial Services

Supervisor Financial Services

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 14769)

Gazetted: 01 March 2017

Closing Date: 15 March 2017

Details: A permanent opportunity is available for a suitably qualified and experienced person to undertake a range of financial tasks relating to accounts payable and receivable with an ongoing emphasis on high quality and frequent reporting to senior management and other parties. This role will suit a person who has an applied practical knowledge in managing accounts payable and receivable and is able to think beyond the square and drive high quality outcomes and meet absolute deadlines. Applicants who can demonstrate experience in managing high transaction system based billing will be favourably considered. A key element of this role will be to manage the in house billing system including assuming the system administrator function therefore previous accounts based system administration experience will be a prerequisite to being considered as a suitable candidate. This is a hands on and supervisory role therefore planning, developing, implementing and delivering business solutions to meet changing demands are foremost accountabilities attached to this position requiring proven skills and experience.

Eligibility/Other Requirements: It is expected that the successful applicant will possess or will progress to recognised Commerce or Accounting related qualifications. The successful applicant will need to be able to confirm their ability to meet stringent deadlines supported by a strong background in both accounts payable and receivable. Elementary financial accounting skills are also required given the ongoing need to prepare journals and complete reconciliations. An understanding of financial and related business processes in an ICT or other complex operating environment will be highly regarded as will the ability to deliver business improvement and manage change with well rounded communication and corporate skills being essential

Contact Officer: Greg Tong (02) 6205 2947 greg.tong@act.gov.au

Economic and Financial Group

Federal Financial Relations

Policy Analyst

Administrative Services Officer Class 6/Senior Officer Grade C \$78,644 - \$106,542, Canberra (PN: 00484)

Gazetted: 01 March 2017

Closing Date: 16 March 2017

Details: As a general Policy Analyst you will have the opportunity to work on national and local issues under the supervision of Senior Managers. The position offers an exclusive opportunity to be part of a team tasked with overseeing the day to day operations of the ACT Government's participation in managing Commonwealth-State financial arrangements. You will be assigned a range of responsibilities in preparing general advice across a broad spectrum of issues via the preparation of all facets of public sector correspondence including reports, briefings, submissions and ministerial correspondence. To be successful you should demonstrate a keen willingness to work in a high profile environment backed up by an appreciation of the current issues confronting the ACT in the context of the existing Commonwealth-State funding regime.

Eligibility/Other Requirements: Appropriate tertiary qualifications are desirable.

Notes: This position will be filled at either the ASO6 or SOGC level, dependant on the skills and experience of the successful applicant.

Contact Officer: John Purcell (02) 6207 0269 john.purcell@act.gov.au

Access Canberra

Licensing and Registrations

Births, Deaths and Marriages

Assistant Manager

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 11854)

Gazetted: 23 February 2017

Closing Date: 2 March 2017

Details: Under the general direction of the Manager, provide high level client service, either at the counter, over the phone, or in writing. Perform administrative functions and support relating to complex transactions in accordance with relevant legislation, statutory responsibilities and delegations. Undertake responsibilities as the Assistant Manager of a business unit including the supervision, training and development of business unit staff. Maintain accurate records across a variety of databases and registers in accordance with the *Territory Records Act 2002*. Liaise with representatives of government, industry and members of the public in various contexts while fostering effective relationships with key stakeholders and representing the organisation in a professional manner. Contribute to workplace diversity and participative work practices, and promote WH&S principles. This position does involve direct supervision of personnel.

Eligibility/Other Requirements: Knowledge and experience in the administration of Births, Deaths and Marriages and the Promadis Business System preferred. Current driver's licence is required.

Note: This is a temporary position available for up to 12 months.

Contact Officer: Dale Pegg (02) 6207 0458 dale.pegg@act.gov.au

Shared Services

Shared Services ICT

Business Application Management

Application and Integration Testing Officer

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 19879)

Gazetted: 23 February 2017

Closing Date: 23 February 2017

Details: This role provides technical support for the testing of integration aspects of new Health applications. The role will need to review the business requirements, functional and integration specification documents and will need to participate in testing in a team environment.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. Relevant tertiary qualifications in ICT, Management or Healthcare would be an advantageous but is not essential. Knowledge of the Information Technology Infrastructure Library (ITIL) would be advantageous but is not essential. Knowledge of/or experience working in a Health environment would be advantageous but is not essential.

Note: This is a temporary position available for 4-6 months with the possibility of extension and/or permanency.

Selection may be based on application and referee reports only.

Contact Officer: Michael Cowey (02) 6205 6927 michael.cowey@act.gov.au

Access Canberra

Community Business and Transport

Advice Investigations and Enforcement

Investigator

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 33914)

Gazetted: 01 March 2017

Closing Date: 15 March 2017

Details: Access Canberra seeks to employ responsive and helpful people 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; Perform the functions of an authorised person or Investigator under relevant legislation as appointed or delegated. Participate in compliance activities, conduct investigations and provide advice to clients and stakeholders in accordance with relevant legislation. Deal appropriately with confidential and sensitive information. Assist senior members with other work in the Unit to ensure the objectives of the Unit are achieved. Prepare correspondence, reports and briefings under the supervision of a Senior Investigator and Manager Contribute to efficient work practices and sound corporate governance and work as part of a team. Maintain records, including those relating to team activities and outcomes in accordance with the *Territory Records Act 2002*.

Note: This is a temporary position available 7 April 2017 to 31 January 2019.

Contact Officer: Allan Hough (02) 6205 4310 allan.hough@act.gov.au

Economic and Financial Group

Federal Financial Relations

Policy Analyst

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 17485)

Gazetted: 28 February 2017

Closing Date: 15 March 2017

Details: As a general policy analyst you will have the opportunity to work on national and local issues under the supervision of Senior Managers. The position offers an exclusive opportunity to be part of a team tasked with overseeing the day to day operations of the ACT Government's participation in managing Commonwealth-State financial arrangements. You will be assigned a range of responsibilities in preparing general advice across a broad spectrum of issues via the preparation of all facets of public sector correspondence including reports, briefings, submissions and ministerial correspondence. To be successful you should demonstrate a keen willingness to work in a high profile environment backed up by an appreciation of the current issues confronting the ACT in the context of the existing Commonwealth-State funding regime.

Eligibility/Other Requirements: Appropriate tertiary qualifications desirable.

Contact Officer: John Purcell (02) 6207 0269 john.purcell@act.gov.au

Access Canberra

Community, Business and Transport Regulation

Business Engagement Education and Compliance

Inspector

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 02768)

Gazetted: 23 February 2017

Closing Date: 2 March 2017

Details: Working in a dynamic regulatory compliance environment, the Officer will be required to engage and educate stakeholder of their obligations under various pieces of legislation administered by Access Canberra. When necessary, Officers will be required to escalate these actions into enforcement activity. Access Canberra is looking for a team player who, under limited direction, can conduct regulatory compliance inspections and investigations in respect of legislative requirements and assist the section by undertaking administrative tasks and analytical work. To be successful in this role you will need to be able to interpret and apply legislation, have good written and oral communication skills and an ability to manage competing priorities. The position reports to the Senior Inspector, Business Engagement, Education and Compliance, Access Canberra and is responsible for conducting inspections and investigations within the ACT in line with Access Canberra's compliance programs. Under limited direction: Undertake compliance audits, inspections and investigations related to Access Canberra's statutory responsibilities in either in a team environment or individually; Collect, collate, research, and analyse data; Prepare reports, briefing papers and general correspondence on a range of issues; Liaise with industry stakeholders in relation to compliance issues including the provision of educational information; Undertake other administrative duties as required; and maintain records in accordance with the *Territory Records Act 2002*. In carrying out the duties of the position, the incumbent is required to apply Workplace Diversity, OH&S and participative work practices and principles to Access Canberra's management of staff and work practices.

Note: Applicants are asked to limit their response to no more than two pages when addressing the Selection Criteria. Selection may be based on application only.

Contact Officer: Corey Dashwood (02) 6205 3727 corey.dashwood@act.gov.au

Access Canberra

Parking Operations

Parking Enforcement Licence Plate Recognition Driver/Operator

Administrative Services Officer Class 3 \$59,152 - \$63,661, Canberra (PN: 38258, several)

Gazetted: 28 February 2017

Closing Date: 15 March 2017

Details: Under the general direction of the Manager: As an authorised person in uniform, patrol designated areas within the ACT, administered under the *Road Transport (General) Act 1999* and attend to parking matters as required. This will require using computer driven enforcement software to conduct mobile inspections of parked vehicles. Provide information on matters effecting, or likely to effect, parking enforcement control measures in the ACT. Attend the ACT Magistrate's Court on prosecution matters arising from parking infringements. Assist in on-the-job training. Organise and program patrol routes. Provide routine work/Parking infringement statistics and average daily work rates. Undertake other duties as directed. Maintain records in accordance with the *Territory Records Act 2002*. Operate licence plate recognition enforcement equipment. Adjudicate images for licence plate camera detected offences Research and extract information from databases accurately and efficiently Liaise with other Transport Regulation sections, Access Canberra and other stakeholders. Provide administrative support to senior staff members to ensure the objectives of the office are achieved. Understand and work within the ACTPS

Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

Note: This is a temporary position available for three years. This may require working in difficult weather conditions and often patrolling up to 20 kilometres on foot per day, and driving around all areas of the ACT. Conducting flexible start time patrols between the hours of 7:00 am and 7:00pm. Occasional overtime according to operational needs will be required. Home garaging is also an option. This position does not involve direct supervision of staff.

Contact Officer: Richard Siddall (02) 6207 7069 richard.siddall@act.gov.au

Enterprise Canberra

Office of the Deputy Director General

Deputy Director General, Enterprise Canberra

Executive Level 3.7 \$319,597 - \$333,962 depending on current superannuation arrangements, Canberra (PN: E741)

Gazetted: 24 February 2017

Closing Date: 10 March 2017

Details: Enterprise Canberra is a key part of the ACT Government's Economic Development portfolio. Its mission is to improve the liveability and productivity of the city by working collaboratively with the business community, educational institutions and industry partners. Enterprise Canberra business units include: Cultural Canberra; Innovate Canberra; Skills Canberra; Active Canberra; Visit Canberra; and the Office of International Engagement. In this important and high profile position, you will work collaboratively with Ministers, Directors-General, other senior executives and key government and non-government stakeholders to ensure that there is a whole of government approach to the development of policies and strategies which build and enhance the Territory's economic capacity in the medium to long term. You will be responsible for the strategic direction, governance and day-to-day leadership of Enterprise Canberra and will be expected to represent the organisation and the ACT Government in a range of public forums. Your overriding objective will be to help facilitate the Territory's economic prosperity in line with the Government's commitment to sustainable development.

To be a strong contender for this position, you will need to have an outstanding record of achievement as a senior leader in complex, politically sensitive and operationally diverse organisations. You will also have a proven record of achievement in contributing to and influencing key policy decisions and the delivery of high quality services across government and to the community. Your well-honed representational and stakeholder management skills, strong achievement orientation and sound judgement will be complemented by an interpersonal style that engenders trust and respect. Relevant tertiary level qualifications will be expected.

Note: Before applying, please obtain selection documentation by emailing admin@ianhansen.com.au

For further information, please contact Ian Hansen on 0408 306 769.

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. Applications close on 10 March 2017.

Contact Officer: Ian Hansen 0408 306 769 admin@ianhansen.com.au

Shared Services

Partnership Services

Service Desk Manager

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 14249)

Gazetted: 28 February 2017

Closing Date: 14 March 2017

Details: We are looking for a customer focused manager to lead the Service Desk in Shared Services which covers ICT, Finance and HR services. The ICT team comprises on-site technical staff as well as teams managing calls and emails. The successful applicant will have responsibility for driving change and service improvements for the customers of Shared Services.

Contact Officer: Paul Anderson (02) 6207 4285 paul.anderson@act.gov.au

Shared Services

Partnership Services Group

Business Application Management

ICT Manager

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 11490)

Gazetted: 01 March 2017

Closing Date: 16 March 2017

Details: ACT Government Shared Services ICT is seeking a Senior Technologist to work as an ICT Manager in a Shared Services environment. You will guide organisations through their technology needs to meet their strategic purpose. We are seeking a self-driven person with broad technology knowledge and skills - including good knowledge of contemporary technology including cloud, ICT security, and the various "as a service" initiatives streaming through the industry. You need to be able to effectively lead a small team, engage broadly, be able to think on your feet, and work well under pressure. To succeed, you need to understand how organisations operate, and have an understanding of Government process. As a key issues-escalation point, you need to get problems fixed through people who don't report directly to you. You will need to understand program and project management frameworks and enterprise architecture along with ITIL and general ICT Management. More than a broker; we are after a true partner. Somebody who can own problems and solutions, and help organisations grow and adapt to continually changing environments by working with the Chief Information Officer on delivery of technology as a key element of the Directorates Strategic Business and Operational Plan. If you fit most of what we have said, apply. Conciseness and good writing is valued in this role. Put your best experiences forward as we will keep the best applicants on file in case other roles arise.

Eligibility/Other Requirements: The following are highly desirable: ITIL Foundations and Practitioners Certificates. Project Management certification (Prince2 or equivalent).

Note: This is an expected temporary position, available for up to six months with the possibility of extension and/or permanency. Please submit your responses to the selection criteria in two to three pages. 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: Michael McGurgan (02) 6207 6169 michael.mcgurgan@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**

Child and Youth Protection Services

Child and Youth Protection Services

Practice and Performance

Training and Development Officer

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 38094)

Gazetted: 23 February 2017

Closing Date: 10 March 2017

Details: The Training and Development Officer is responsible for designing, developing and delivering operational training programs and projects as part of a cohesive and structured approach Child and Youth Protection Services (CYPS) learning. The position is responsible for delivering tools, information packages and learning resources that embed organisation policy into practice. The role will demonstrate strong leadership behaviours that build trust and collaboration to develop resources with subject matter experts enabling CYPS to continue to grow capability to meet statutory obligations and deliver on our strategy of creating a continuum of care for our clients. Strong experience in developing and/or delivering learning resources and a demonstrated understanding of a human services work environment are sought.

Eligibility/Other Requirements: Relevant tertiary qualifications and/or experience in adult training and development. Experience in preparation and delivery of online and face to face training modules. Expertise in the advanced use of business software applications including Excel, Word and Powerpoint. Desirable qualifications and experience: Relevant tertiary qualifications and experience in project management, change management or related discipline.

Notes: This is a temporary position available for 12 months. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Natalie Bowman (02) 6205 4266 cypsrecruitment@act.gov.au

Child and Youth Protection Services

CYPS Performance

Manager, CYPS Performance

Senior Officer Grade B/ Health Professional Level 5 \$116,570 - \$131,229, Canberra (PN: 34630)

Gazetted: 24 February 2017

Closing Date: 14 March 2017

Details: The Manager, Child Youth Protection Services (CYPS) Performance has a significant role in delivering on the strategic vision of CYPS by identifying and implementing best practice policy and process improvements, managing the currency and provision of CYPS practice information and; developing strategies to monitor and maintain legislative compliance. This is achieved by providing strong leadership and ensuring their team deliver outcomes that support our strategy of creating a continuum of care for our clients while meeting our statutory obligations.

Eligibility/Other Requirements: Relevant tertiary qualifications in Social Work, Psychology or related discipline and/or equivalent work experience in child protection and/or youth justice. Extensive program management experience at a senior level to achieve organisational outcomes. Desirable qualifications and experience: Experience working with children, young people and their carers or families. Project management and or audits and review processes. Extensive program management experience at a senior level to achieve organisational outcomes. Experience working with children, young people and their carers or families. Relevant tertiary qualifications in project management or related discipline. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position available for six months with the possibility of extension. This position will be filled at either the SOGB or HP5 level, dependant on the skills and experience of the successful applicant. Selection may be based on application and referee reports only. To apply, please submit your application, including application coversheet and your written response to the selection criteria (two page maximum).

Contact Officer: Helen Pappas (02) 6205 9490 helen.pappas@act.gov.au

Cultural Facilities Corporation

Canberra Theatre Centre

Marketing

Contemporary Music Programmer

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 3504)

Gazetted: 01 March 2017

Closing Date: 8 March 2017

Details: Here's your opportunity to join the Canberra Theatre Centre's vibrant and fast-paced marketing and programming department. Mix your love of live entertainment with your marketing experience. We're seeking a team player to work with contemporary music promoters and producers who present at the venue as well as look after a variety of marketing campaign duties. You'll need to be able to shuffle shifting deadlines and priorities efficiently, have experience with contract negotiation as well as an existing network of contacts in the live music industry. If this sounds like you, let us know.

Eligibility/Other Requirements: Appropriate/relevant tertiary or training qualifications in Arts Management or similar discipline is desirable.

Note: Applicants must provide a written statement addressing the selection criteria. This position is a one year temporary contract with the possibility of a two year extension.

Contact Officer: Suzanne Hannema (02) 6243 5706 suzanne.hannema@act.gov.au

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

Education

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

School Performance and Support

Student Engagement

Network Student Engagement Teams

Physiotherapist

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 38253)

Gazetted: 28 February 2017

Closing Date: 15 March 2017

Details: The Education Directorate is expanding their Network Student Engagement Teams (NSET) to include Allied Health professionals. To provide allied health support to ACT Specialist schools, applications for a Physiotherapist are being sought. This position will work closely with the schools to provide in-school services to assist students who require allied health support to access the school curriculum. These positions will have an exciting opportunity to assist with the development of this new NSET function which will facilitate allied health support in the school environment. This position will suit clinicians with experience in the area of Disability. They are part of a wider initiative to build allied health capacity into the NSET teams.

Eligibility/Other Requirements: Prescribed Eligibility Requirements: Tertiary qualifications or equivalent in Physiotherapy. Current registration as a Physiotherapist with the Australian Health Practitioner Regulation Agency (AHPRA). Eligibility for membership with the Australian Physiotherapy Association. Capacity to provide the lifting required for handling and positioning inherent in clinical intervention of clients and trail of equipment, in accordance with relevant Workplace Health and Safety Standards. Current driver's licence essential. 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

Note: This position is temporary for 12 months with the possibility of extension and/or permanency. Full and part-time hours will be considered. The salary above will be paid pro rata for part-time hours.

Contact Officer: Teresa Carr (02) 6207 5430 teresa.carr@ed.act.edu.au

Office for Schools

North and Gungahlin Network

Dickson College

School Administrative Officer

School Assistant 4 \$60,309 - \$65,305, Canberra (PN: 38266)

Gazetted: 01 March 2017

Closing Date: 8 March 2017

Details: Dickson College is seeking a highly motivated individual to fill the position of Vocational Education and Training (VET) and Careers Coordinator. The successful applicant will be required to work collaboratively as part of the Careers team to assist in the management and coordination of Work Experience (WEX) and Structured Workplace Learning (SWL) placements for students. The successful applicant will manage/maintain vocational placements and associated databases, provide administrative assistance to the VET Coordinator and Careers team, assist with compliance issues and provide advice to Senior staff on issues relevant to the Registered Training Organisation (RTO). The successful applicant must have good communications skills and the ability to liaise with all stakeholders.

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

Note: A School Assistant 4 is required to work six days (in addition to the four days Professional Learning) during stand down periods between school terms to undertake duties as directed, for example program preparation. This will normally be two days within each stand down period, subject to negotiation with the principal. Desirable:

Certificate IV in Career Development or equivalent.

Contact Officer: Dr John Clink (02) 6142 0131 john.clink@ed.act.edu.au

Office for Schools

North Gungahlin Network

Lyneham High School

Administrative Assistant - Receipting Officer

School Assistant 2 \$44,392 - \$49,022, Canberra (PN: 00776)

Gazetted: 23 February 2017

Closing Date: 9 March 2017

Details: Lyneham High School is seeking a highly motivated person to fill the position of Administrative Assistant - Receipting Officer. The successful applicant will possess excellent communication and customer service skills and will have the ability to work within a busy work environment with competing demands. The successful applicant will: perform receipting and customer service duties, liaise successfully with students, families and staff; provide administrative support to staff throughout the school; and work flexibly and effectively as part of a collaborative administrative team.

Eligibility/Other Requirements: Desirable: First Aid Certificate or a willingness to undertake appropriate training. Experience working in a secondary school setting, possess excellent communication skills, particularly relating to high school students. 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

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

Contact Officer: Kathryn Cheshire (02) 6205 6410 kathryn.cheshire@ed.act.edu.au

Education Strategy

Office of the Board of Senior Secondary Studies

Executive Officer - Quality Assurance Officer

School Leader C \$112,381, Canberra (PN: 02609)

Gazetted: 23 February 2017

Closing Date: 9 March 2017

Details:

The role of the Executive Officer - Quality Assurance Officer is to lead and develop initiatives and projects for the grade moderation process. As a lead member of the Curriculum team, the successful applicant will promote consistent understandings associated with quality assurance and moderation and provide expert advice on emerging issues in quality assurance to the Board of Senior Secondary Studies (BSSS). The successful applicant will lead, develop and administer the moderation process. In particular, the successful applicant will promote a cross sector futures focus on quality assurance. The role requires excellent administrative, interpersonal, oral and written communication skills. The successful applicant will support the Director in implementing the BSSS Strategic Plan.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: Kristofer Feodoroff (02) 6205 7180 kristofer.feodoroff@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.

Education Strategy

Office of the Board of Senior Secondary Studies

Executive Teacher - Vocational Curriculum Officer

School Leader C \$112,381, Canberra (PN: 12033)

Gazetted: 23 February 2017

Closing Date: 9 March 2017

Details: The role of the Executive Teacher - Vocational Curriculum Officer is to lead initiatives and projects for senior secondary vocational curriculum. As a member of the Curriculum team, the successful applicant will lead curriculum development and accreditation processes, provide briefings and reports, and executive support to the Board of Senior Secondary Studies and its Vocational and Education Training (VET) Committee. The Vocational Curriculum Officer will liaise with key stakeholders and provide expert advice on emerging issues on senior secondary vocational education to the Board of Senior Secondary Studies. In particular, the successful applicant will promote a cross sector futures focus on senior secondary vocational curriculum. The role requires a

knowledge of VET, excellent administrative, interpersonal, oral and written communication skills. The successful applicant will support the Director in implementing the BSSS Strategic Plan.

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

Note: This is a temporary position available from 26 April 2017 until 26 January 2018 with the possibility of extension and/or permanency from this process.

Contact Officer: Kristofer Feodoroff (02) 6205 7180 kristofer.feodoroff@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

Adult Mental Health Services

Manager

Registered Nurse Level 4.1 \$112,687, Canberra (PN: 18375)

Gazetted: 02 March 2017

Closing Date: 16 March 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health, Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, support 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 people. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Adult Acute Mental Health Services; Rehabilitation and Specialty Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services. ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. Overview of the work area and position: Adult Acute Mental Health Services (AAMHS) provide person centred, high quality, and contemporary mental health care across the Canberra Hospital campus that is guided by the principles of Recovery. AAMHS services aim to provide collaborative care involving the person, their Carers and other key clinical and support services. As Manager, you will be responsible for supporting key strategic directions through your leadership and management by promoting change and contributing to service development. In collaboration with medical staff, you will support the provision of evidence-based clinical interventions within standardised clinical processes and actively manage clinical care. You will report against key performance indicators and promote a learning environment for the team through the utilisation of Individual Learning and Achievement Plans. The Mental Health Consultation Liaison Service provides an integrated, acute mental health service within the Emergency Department and General and Medical wards of the Canberra Hospital. The Mental Health Consultation Liaison Service provides specialist mental health assessment and treatment services through a multi-disciplinary team and interventions are based on best available clinical evidence with an emphasis on positive outcomes that are tailored to an individual's needs.

All team members are required to undertake professional development and professional supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Allied Health Professionals, Recovery Support Officers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements: Tertiary qualifications in Nursing with current unconditional Australian Health Practitioner Regulation Agency (AHPRA) registration. Strong understanding of adult acute mental health services. A current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Deborah Plant (02) 6205 9987 deborah.plant@act.gov.au

Canberra Hospital and Health Services

Critical Care

Research and Service Development Unit

RSDU Project Officer

Registered Nurse Level 3.1 \$99,680 - \$103,782, Canberra (PN: 27030)

Gazetted: 02 March 2017

Closing Date: 9 March 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 Research and Service Development Unit (RSDU) Project Officer is responsible for providing leadership and coordination of clinical and operational based projects implemented across the Division of Critical Care. The position requires sound interpersonal and written communication skills and a demonstrated ability to think critically and problem solve. The position is responsible for individual short and longer-term projects and as well as required to work collaboratively with other members of the team in completing joint projects. Mentoring and support to the wider team and the Division around service development projects is an important part of this role and undertaken with broad guidance of the Director RSDU.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Post graduate qualifications in Nursing, Project Management and/or Masters level qualification. Desirable: Proven experience in Service Development and/or Quality Improvement projects

Contact Officer: Narelle Aldridge (02) 6244 4147 narelle.aldrige@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation Allied Health

Social Worker - Team Manager/Senior Clinician

Health Professional Level 4 \$98,977 - \$106,542, Canberra (PN: 28647)

Gazetted: 02 March 2017

Closing Date: 16 March 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 for an enthusiastic and suitably qualified Senior Social Worker to work within the Rehabilitation and Aged and Community Care (RACC) Social Work team in the role of Team Manager/Senior Clinician. This position has responsibility for the management of both hospital and community based RACC Social Work Services, which includes resource management, clinical cover and direct supervision of staff. The position will report directly to the RACC Director of Allied Health, and will have the support of an experienced team of managers/clinicians working across allied health disciplines in rehabilitation and aged care. The Rehabilitation, Aged and Community Care Social Work team is a small group of dedicated social workers working across areas within the Division including community and inpatient services. All social workers work closely with other members of the multi-disciplinary team.

Eligibility/Other Requirements: Recognised Social Work Degree or Diploma. Eligibility for membership of the Australian Association of Social Workers, and a current driver's licence. Extensive experience in providing a high standard of Social Work services in rehabilitation and aged care settings, with demonstrated expertise in the assessment and treatment of clients with more complex health needs. Prior to commencement the successful applicant will be required to undertake a Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a permanent position available from May 2017. This position may be required to participate in an overtime, on call, and/or rotation roster. Selection may be based on application only.

Contact Officer: Todd Kaye (02) 6244 4192 todd.kaye@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Director of Allied Health

Discipline Principal of Social Work

Health Professional Level 4 \$98,977 - \$106,542, Canberra (PN: 23844)

Gazetted: 02 March 2017

Closing Date: 9 March 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) is a Division of ACT Health. The Division 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 Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Justice Health Services.

Organisational Values: Care - Go the extra distance in delivering services to our patients, clients and consumers. Be diligent, compassionate and conscientious in providing a safe and supportive environment for everyone. Be sensitive in managing information and ensuring an individual's privacy. Be attentive to the needs of others when listening and responding to feedback from staff, clinicians and consumers. Excellence - Be prepared for change and strive for continuous learning and quality improvements. Acknowledge and reward innovation in practice and outcomes. Develop and contribute to an environment where every member of the team is the right person for their job, and is empowered to perform to the highest possible standard. Collaboration - Actively communicate to achieve the best results by giving time, attention and effort to others. Respect and acknowledge everyone's input, skills and experience by working together and contributing to solutions. Share knowledge and resources willingly with your colleagues. Integrity - Be open, honest and trustworthy in communicating with others, and ensure correct information is provided in a timely way. Be accountable, reflective and open to feedback. Be true to yourself, your profession, consumers, colleagues and the government. Overview of the work area and position: The position holder is expected to operate within the *Public Sector Management Act (1994)*, and the ACT Public Service Code of Conduct. The position will be accountable and responsible to the Director of Allied Health— Mental Health, Justice Health, Alcohol and Drug Services through an Individual Learning and Development Plan. In keeping with the value of collaboration, the position will operate in partnership with other members of the executive of the Division. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach. In conjunction with the Director of Allied Health, the successful applicant will be expected to provide a high level of clinical leadership to ensure that allocated resources are managed to meet all service delivery targets. A key role will be to ensure social work engagement within the Division, and to efficiently manage social work recruitment and placements. The successful applicant will be expected to represent the Division both internally and externally in a range of strategic and planning forums.

Eligibility/Other Requirements: Eligibility for membership of the Australian Association of Social Workers (AASW); tertiary qualifications or equivalent in Social Work; a current driver's licence. Desirable: Membership of AASW. Knowledge of the *Mental Health Act 2015* and other related legislation. Post graduate qualifications in a social work/mental related 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*.

Note: This position is part-time at 29.4 hours per week. The salary noted above will be paid pro rata. Selection may be based on application and referee reports only.

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

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Registered Nurse

Registered Nurse Level 2 \$86,944 - \$92,151, Canberra (PN: 37271)

Gazetted: 02 March 2017

Closing Date: 16 March 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 Dhulwa Mental Health Unit (DMHU) is part of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) which is a contemporary evidence based service, providing high quality mental health care that is guided by principles of Recovery. The Secure Mental Health Unit will provide a safe and structured environment with 24 hour clinical support for people with moderate to severe mental illness who cannot be safely cared for in a less restrictive environment. This will include people who are, or are likely to become, involved with the criminal justice system, and civil consumers of general mental health services. The service aims to provide collaborative care involving the consumer, their carers and other key services. All staff have a responsibility to maintain the safety and security of consumers, staff and visitors within this high security environment. Overview of the work area and position: In this position it is expected that you will provide clinical leadership and guidance to the nursing workforce, as well as provide oversight and apply quality improvement processes to the therapy program undertaken within the DMHU. You will provide regular input into, and form an integral part of, the multidisciplinary team of the SMHU. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Approved tertiary qualifications or equivalent in Nursing. 12 months recent nursing experience in a mental health facility, and a sound understanding of forensic mental health. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Post Graduate qualification in Mental Health Nursing or working towards such, and a current driver's licence 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: Liza Marando (02) 6205 1062 liza.marando@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Registered Nurse - Justice Health Service

Registered Nurse Level 2 \$86,944 - \$92,151, Canberra (PN: 25563)

Gazetted: 02 March 2017

Closing Date: 16 March 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 work area and position: The Forensic Mental Health Service (FMHS) is a specialist mental health assessment and treatment service for consumers who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system. FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community outreach and court settings. FMHS is one united service with four distinguishable yet integrated service components as follows: FMHS Community; FMHS Court Assessment and Liaison (FCAL); FMHS Bimberi Youth Justice Centre (FMHS BYJC); FMHS at Alexander Maconochie Centre (FMHS AMC). The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers across the lifespan and in a variety of settings. You will be required to undertake professional development and clinical supervision, participate in quality initiatives and contribute to the multidisciplinary team process. Clinicians working with FMHS will be supported via structured clinical supervision, a collaborative and multidisciplinary team environment and through professional development. Professional development will be provided with regards to forensic frameworks, psychometrics and therapeutic interventions. Clinicians may be provided with the opportunity to undertake specialist tasks such as forensic risk consultations, court assessments and therapeutic interventions including addressing criminogenic factors. Clinicians are employed by FMHS and will therefore be skilled across the distinct areas within the service.

Eligibility/Other Requirements: Tertiary qualifications in Nursing with current registration with the Australian Health Practitioner Regulation Agency (AHPRA); Relevant experience in the area of mental health; and current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: Selection may be based on written application and referee reports only. Please provide two written referee reports with your written application.

Contact Officer: Jaime Bingham (02) 6205 1551 jaime.bingham@act.gov.au

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Community Care Program
Registered Nurse - Community Care Program
Registered Nurse Level 2 \$86,944 - \$92,151, Canberra (PN: 22730, several)**

Gazetted: 02 March 2017

Closing Date: 7 March 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Public Hospital (UCPH) is part of ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. A number of RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health. The Community Care Program (CCP) Community Nursing Service delivers a range of community-based technical nursing services to residents of the ACT. These services include wound care, continence management, stoma care, post acute support, palliative care, and end of life care. Services are delivered in a clinic or domiciliary setting. An exciting opportunity exists for dynamic, motivated Registered Nurses to work in the progressive and rewarding Community Care Program providing clinical nursing care to the residents of Canberra, in their homes and in Health Centre Clinics. Nurses interested in working in community nursing should have a wide range of recent clinical experience and be committed to high quality customer service with a multidisciplinary focus. The role requires an ability to work autonomously with a high level of problem solving ability.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Tertiary qualifications in Bachelor of Applied Science in Nursing; and current drivers' licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Desirable: Tertiary or postgraduate qualifications and recent experience in a wide range of clinical hospital and/or community health settings is highly desirable. Notes: These are temporary full-time/part-time positions, available for six months with the possibility of extension and or permanency from this process. The salary above will be pro rata for part-time hours. A merit list will be established and may be used to fill vacancies which may occur over the next 12 months.

Contact Officer: Gail Hawke (02) 6205 1138 gail.hawke@act.gov.au

**Canberra Hospital and Health Services
Medicine
Acute Support Service
Senior Paediatric Physiotherapist
Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 25525)**

Gazetted: 02 March 2017

Closing Date: 16 March 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Acute Support Physiotherapy Services is based within the Division of Medicine and provides physiotherapy services to a range of clients in acute inpatient setting and specialised outpatient services to patients of Canberra Hospital and Centenary Hospital for Women and Children. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high quality patient care. Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas. The overall functions of the physiotherapist under professional

supervision include: Promoting positive client outcomes through the provision of high quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team: Promoting individual or group service delivery; and Applying knowledge, skills, professional judgement and initiative in the delivery of routine services. Clinical supervision, and professional development is provided through team structures, supervision support, competency based assessments and informal and formal professional development opportunities.

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

Note: You will be required to participate in an overtime roster. Part-time hours will be considered. A merit list will be created from this process and may be used to fill full-time and part-time temporary and permanent vacancies which occur over the next 12 months. This position is being readvertised and previous applicants need not reapply. Contact Officer: Kerry Boyd (02) 6244 2670 kerry.boyd@act.gov.au

Health

Canberra Hospital and Health Services

Medicine

Acute Support Service

Speech Pathologist

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 37040)

Gazetted: 02 March 2017

Closing Date: 09 March 2017

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

Overview of the work area and position: Acute Support Speech Pathology provides expert speech pathology services to a range of eligible inpatient and outpatients at Canberra hospital and health Services. Eligible patients include any patient admitted to an acute ward with acute communication and/or swallowing disorders. Specialist outpatients services are provided to adults with voice disorders, adults and paediatrics with swallowing disorders due to an underlying medical condition, children born with cleft lip And/or palate, adults with head and neck cancer/trauma. This position will be responsible for delivery of clinical speech pathology services to an assigned adult caseload. The position will be actively engaged in quality improvement, service innovation, research, staff and student supervision and work collaboratively with the speech pathology and wider multidisciplinary teams.

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

Note: This is a temporary position available for 10 months with the possibility of extension and/or permanency. A merit list will be established and may be used to vacancies which may occur over the next 12 months.

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

Health

Canberra Hospital and Health Services

Women, Youth and Children

Women, Youth and Children Community Health Programs

Counsellor - Early Parenting Counselling Service

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 21205)

Gazetted: 02 March 2017

Closing Date: 09 March 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 Early Parenting Counselling Service employs qualified Social Workers, Psychologists and Counsellors to work with vulnerable individuals with complex psychosocial issues including attachment, trauma, parental adjustment challenges and compromised perinatal mental health which often impact on family relationships, parenting capacity, and the health and wellbeing of infants and children. This position is based in the Community Health Centres across the ACT and at various off campus locations. This position is fully supported with clinical supervision.

Eligibility/Other Requirements: For Social Work: Tertiary qualification in Social Work; and Eligibility for membership of the Australian Association of Social Workers. For Psychology: A minimum of a four or five year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1); General Psychology registration with the Psychology Board of Australia (AHPRA); Psychology Board of Australia approved Principal and Secondary supervisor for 4+2 Internship and 5+1 program. For Counselling:

Eligible qualification pathways - Pathway 1: Minimum five-year full-time (or part-time equivalent) sequence of study made up of: (i) Minimum three-year undergraduate Bachelor-level accredited degree in a health-related discipline (psychology, social work, occupational therapy or other discipline considered relevant); and (ii) Minimum two-year full-time (or part-time equivalent) post-graduate study in counselling via a Psychotherapy and Counselling Federation of Australia (PACFA) or Australian Counselling Association (ACA) accredited course; or (iii) three-year part-time Australian and New Zealand Association of Psychotherapy (ANZAP) training in the Conversational Model. Pathway 2: Minimum three-year undergraduate Bachelor of Counselling degree via a PACFA or ACA accredited course; and (i) Minimum one-year full-time (or part-time equivalent) post-graduate study in counselling via a PACFA or ACA accredited course; or (ii) Three-year part-time ANZAP training in the Conversational Model. Demonstrated evidence of eligibility for listing on the Australian Register of Counsellors and Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3. Current driver's licence. Desirable: Specialist counselling and/or psychotherapy training and significant practical experience; Experience in working with women and families in the perinatal period. Prior to commencement successful candidates will be required to have current registration issued under the *ACT Working with Vulnerable People Act 2011*; and undergo a pre-employment Police check. If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

Contact Officer: John Couto (02) 6205 2752 john.couto@act.gov.au

Canberra Hospital and Health Services

Medicine

Medicine

Clinical Psychologist

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 11469)

Gazetted: 02 March 2017

Closing Date: 16 March 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. 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 Allied Health Led Spinal Pain Service is a new multidisciplinary, community based service currently in development. It is designed to provide a clinical pathway and multidisciplinary community based clinic for clients residing in the ACT who present with back or neck pain to the Emergency Department, Primary Care or other ACT Health services. ACT Health clients who are referred to the Allied Health Led Spinal Pain Clinic will be provided with education, exercise programs, group services and access to a multidisciplinary team, which includes which includes physiotherapy and psychological assessments and interventions as appropriate. The successful candidate will be responsible for conducting clinical assessments and interventions with eligible/suitable ACT Health clients who are referred to the Allied Health Led Spinal Service. The position will report to the Clinical Lead HP 4 Physiotherapist, who is their operational line manager. Professional and clinical management of this position will come from Manager of Acute Support Psychology.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); Masters/Doctoral degree in Clinical Psychology; Area of Practice Endorsement in Clinical Psychology; If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made; and a current driver's licence is mandatory. Eligibility for (or willingness to work towards) gaining approval as a Psychology Board of Australia Approved Supervisor for Higher Degree students, and Principal Supervisor for Registrar Program in Clinical Psychology is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a permanent part-time position available at 22.05 hours per week. The salary noted above will be paid pro rata.

Contact Officer: Sam Lazarus (02) 6174 5135 sam.lazarus@act.gov.au

Canberra Hospital and Health Services

Medicine

Medical

Physiotherapist - Spinal Pain Service

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 11572)

Gazetted: 02 March 2017

Closing Date: 9 March 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 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 Allied Health Led Spinal Pain Service is a new multidisciplinary, community based service currently in development. It is designed to provide a clinical pathway and multidisciplinary community based clinic for clients residing in the ACT who present with back or neck pain to the Emergency Department, Primary Care or other ACT Health services. ACT Health clients who are referred to the Allied Health Led Spinal Pain Clinic will be provided with education, exercise programs, group services and access to a multidisciplinary team, which includes physiotherapy and psychological assessments and interventions as appropriate. The successful candidate will be expected to conduct spinal assessments, coordinate and run education sessions and other duties within their scope as directed by the Lead Clinician, who is the position's line manager and clinical supervisor.

Eligibility/Other Requirements: Degree in Physiotherapy, or recognised equivalent; Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is

completed following a pre-offer for a position, prior to any appointment being made. Current driver's licence and willingness to drive. Desirable: Relevant project involvement. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check.

Note: This is a permanent part-time position at 29: 24 hours per week. The salary above will be paid pro-rata for part-time hours.

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

Canberra Hospital and Health Services

Pathology

Biochemistry

Senior Scientist Special Chemistry

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 21261)

Gazetted: 02 March 2017

Closing Date: 23 March 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: ACT Pathology is a department of Canberra Hospital and Health Services offering a diagnostic pathology service to the ACT and surrounding region. The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and the branch laboratory is located at the Calvary Hospital. Special Chemistry is a subsection of the Clinical Chemistry Department of ACT Pathology. Tests performed in this section include urine metanephrines, urine catecholamines, urine cortisol, HbA1c, renal calculi, urine/faecal reducing substances, faecal calprotectin. Instrumentation includes Shimadzu HPLC with ECD and PDA detection, Biorad Variant II Turbo and ThermoFisher Fourier Transform Infrared (FTIR) spectrometer. Under the direction of the Director of Clinical Chemistry and the Chief Scientist of Clinical Chemistry the successful applicant will be responsible for the day to day management of the diagnostic Special Chemistry subsection of the department. The successful applicant will liaise with the leadership team (Clinical Directors, Principal Scientist and Chief Scientists) to provide leadership, strategic planning and optimal operational management. In addition to the advertised salary under the current enterprise agreement Health Professionals working in ACT Pathology, who are employed at or above the fifth pay point of the Health Professional 2 classification through to and including the second pay point on the Health Professional 4 classification, will be eligible to be paid a Pathology Allowance.

Eligibility/Other Requirements: A Science Degree or equivalent relevant qualifications. Experience in general clinical chemistry will be highly 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 applicant will be required to participate in the out of hour's rosters and must be committed to personal development.

Contact Officer: Simon Newton (02) 6244 2843 simon.newton@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Service

Speech Pathologist

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 23535)

Gazetted: 02 March 2017

Closing Date: 9 March 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Acute Support Speech Pathology provides expert speech pathology services to a range of eligible inpatient and outpatients at Canberra hospital and health Services. Eligible patients include any patient admitted to an acute ward with acute communication and/or swallowing disorders. Specialist outpatients services are provided to adults with voice disorders, adults and paediatrics with swallowing disorders due to an underlying medical condition, children born with cleft lip and/or palate, adults with head and neck cancer/trauma. This position will be responsible for delivery

of clinical speech pathology services to an assigned adult caseload. The position will be actively engaged in quality improvement, service innovation, research, staff and student supervision and work collaboratively with the speech pathology and wider multidisciplinary teams.

Eligibility/Other Requirements: Mandatory: A Degree or Diploma in Speech Pathology from a recognised tertiary institution; eligibility for practicing membership of Speech Pathology Australia; driver's licence; be registered under the *Working for Vulnerable People Act 2011*.

Note: If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check.

Note: This is a temporary part-time position available for 10 months at 14:42 hours per week. Salary will be paid pro rata for part-time hours. A merit list will be established and may be used to fill future vacancies which occur over the next 12 months.

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

Health

Canberra Hospital and Health Services

Medicine

Acute Support Service

Social Worker

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 24114, expected vacancy)

Gazetted: 02 March 2017

Closing Date: 09 March 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. Social Work, Acute Support is responsible for the care and support of patients across a number of acute hospital settings. These include all the Medical and Surgical wards, Intensive Care, the Emergency Department, Maternity and Paediatric wards and a range of outpatient settings. Social Workers assist patients, their families and carers to respond effectively to personal and practical concerns or issues that result from changes in the patient's health. Services are based on values that support people to make their own decisions about their circumstances. Social Workers works as part of the health care team, to assist patients achieve their goals. Services are provided within a culturally safe environment and are efficient and flexible. Overview of the work area and position: Social Work Service provides leadership in psychosocial care of patients and their families or carers. Services include crisis support, assessment and identification of issues and concerns, problem solving, counselling and linkage with specialist services, access to resources, discharge planning and advocacy. The overall function of the position is to promote positive client outcomes through the provision of high quality clinical services, networking and liaison with service providers, health promotion activities and education. Quality improvement, research, provision of supervision and rotation across clinical areas and ability to work as part of a multidisciplinary team are expected roles of this position.

Eligibility/Other Requirements: Tertiary qualifications in Social Work; current membership or eligibility for membership of the Australian Association of Social Workers; five years experience post bachelor degree qualification in Social Work and a current driver's licence. Previous hospital experience is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

Note: This is an expected temporary position available for six months with the possibility of extension. Full-time and part-time hours will be considered. The salary noted above will be paid pro rata for part-time hours. This position may be required to participate in overtime, on call, and/or rotation roster.

Contact Officer: Fiona Holihan (02) 6244 2316 fiona.holihan@act.gov.au

Corporate

Strategic Finance

Financial Operations Support

Finance Transformation Officer

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 22860)

Gazetted: 02 March 2017

Closing Date: 9 March 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Finance Transformation unit within the Strategic Finance Branch, acts as a proactive strategic business partner and is responsible for driving transformation, innovation and efficiencies across the ACT Health Directorate. This Finance Transformation Officer position reports directly to the Manager, Finance Transformation and is primarily responsible for supporting implementation and ongoing development of activity based funding, activity based management and strategic finance change and innovation.

Eligibility/Other Requirements: Highly Desirable: A degree or diploma from an Australian tertiary institution, or a comparable overseas qualification, in Commerce, Accounting, Business or currently working towards qualification. Relevant experience in a hospital or health-care setting. Experience in developing and writing policy, guidelines and briefs for senior executives. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Joey Lee (02) 6174 8594 joey.lee@act.gov.au

Corporate

ICT Health

Operations - ICT Front Door

Front Door Business Analyst

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 37522)

Gazetted: 02 March 2017

Closing Date: 16 March 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 Future Capability and Governance branch within the Digital Services Division is focussed on defining and delivering a balanced portfolio of ICT investment initiatives that is capable of achieving organisational objectives while maintaining effective business as usual operations. The achievement of this is done through three integrated workstreams: Front Door: focused on defining investment requirements; Project Management Office (PMO): focused on overseeing the delivery aspects of approved investments; and architecture Design Authority: providing Enterprise Architecture capability in support of Front Door and PMO activities. This position will work closely with business areas during the defining phase of a change initiative. It will build and nurture strong relationships with key stakeholders in order to capture and elicit business requirements for ICT enabled change. The role will assist shape ACT Health's ICT investment decisions by providing accurate and timely information to senior management during the analysis, selection and prioritisation of change initiatives.

Eligibility/Other Requirements: Previous experience as a Business Analyst. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check. Desirable: Previous experience with Portfolio Management practices; and Formal qualifications in Business Analysis, Portfolio Management, Program Management or Project Management

Contact Officer: Bruce Norton (02) 6174 8627 bruce.norton@act.gov.au

Corporate

ICT Health

ICT Capital Projects

Program Project Officer

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 37928)

Gazetted: 02 March 2017

Closing Date: 16 March 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 University of Canberra Hospital (UCPH) Digital Solutions Program is an ICT Program delivering a range of new digital systems and technologies to support the Models of Care and Service delivery for UCPH. **Overview of the work area and position:** The UCPH Digital Solutions Program provides program and project management for the delivery of digital systems. There are eight core projects and bundles of projects varying in complexity requiring dedicated project officer support. Reporting to the Program Manager, the Project Officer will perform project and program team duties relevant to IT System projects in the UCPH Digital Solutions Program.

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

Notes: This is a temporary position available until December 2018

Contact Officer: Sarah Norton (02) 6205 0412 sarah.norton@act.gov.au

**Canberra Hospital and Health Services
Cancer Ambulatory and Community Health Support
Immunology Outpatients
Registered Nurse**

Registered Nurse Level 1 \$62,609 - \$83,634, Canberra (PN: 20311)

Gazetted: 02 March 2017

Closing Date: 9 March 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: An opportunity exists for a suitably experienced Registered Nurse to assist in supporting high quality outcomes in Immunology Nursing. This service operates five days a week assisting patients suffering from a wide spectrum of Immunological disorders. You will be trained educated and supported to develop specialist skills in this area.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse is mandatory. 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 six months.

Contact Officer: Wendy Spencer 0431 887 346 wendy.spencer@act.gov.au

**Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Adult Mental Health Services
Registered Nurse**

Registered Nurse Level 1 \$62,609 - \$83,634, Canberra (PN: 21178)

Gazetted: 02 March 2017

Closing Date: 9 March 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of the people who use of service, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for people. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. Overview of the work area and position: MHJHADS is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The Adult Mental Health Unit (AMHU) is a 37 bed acute inpatient unit for people with acute mental health issues. The service aims to provide collaborative care involving the person, their carers and other key services. MHSSU is a sub-acute 6 bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation. At this level it is expected that you will provide, under limited supervision, high quality clinical nursing skills and care to achieve sound recovery outcomes. It is also an expectation that you will contribute to the multidisciplinary team, and support the senior nurses, Clinical Nurse Consultant and

Assistant Director of Nursing in change processes. You will be required to undertake professional development, supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Approved tertiary or equivalent qualifications in Nursing. Current registration or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Post Graduate qualification in Mental Health Nursing and a current driver's licence 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*.

Notes: This is a full-time position working a rotating shift roster, including night shifts.

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

Canberra Hospital and Health Services

Medicine

Acute Support Service

Social Worker

Health Professional Level 2 \$60,871 - \$83,563, Canberra (PN: 19192)

Gazetted: 02 March 2017

Closing Date: 16 March 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. Social Work, Acute Support is responsible for the care and support of patients across a number of acute hospital settings. These include all the Medical and Surgical wards, Intensive Care, the Emergency Department, Maternity and Paediatric wards and a range of outpatient settings. Social Workers assist patients, their families and carers to respond effectively to personal and practical concerns or issues that result from changes in the patient's health. Services are based on values that support people to make their own decisions about their circumstances. Social Workers works as part of the health care team, to assist patients achieve their goals. Services are provided within a culturally safe environment and are efficient and flexible. Overview of the work area and position: Applications are invited from experienced Social Workers interested in working in establishing new services and improving existing services in a challenging acute hospital environment. The successful applicant will work within a social work clinical prioritisation framework providing service to one or a number of adult, maternity and paediatric inpatient and outpatient units. Opportunities exist to initiate quality improvement activities, provide professional supervision, rotate areas of clinical responsibility, participate in professional development activities and undertake further education. Social Work Service provides leadership in psychosocial care of patients and their families or carers. Services include crisis support, assessment and identification of issues and concerns, problem solving, counselling and linkage with specialist services, access to resources, discharge planning and advocacy. The overall function of the position is to promote positive client outcomes through the provision of high quality clinical services, networking and liaison with service providers, health promotion activities and education. Quality improvement, research, provision of supervision and rotation across clinical areas and ability to work as part of a multidisciplinary team are expected roles of this position.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications in Social Work; Current membership or eligibility for membership of the Australian Association of Social Workers; At least one year's social work experience; and be registered under the *Working for Vulnerable People Act 2011*. Desirable: Previous hospital experience; and current driver's licence. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check; and if practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

Note: This is a permanent part-time position at 23:15 hours per week and the salary noted above will be paid pro-rata. An order of merit may be established to fill future vacancies at level, which may arise over the next 12 months. Selection may be based on written application only or a combination of application and interview. This position may be required to participate in overtime, on call and/or rotation roster.

Contact Officer: Fiona Holihan (02) 6244 2316 fiona.holihan@act.gov.au

Innovation

Innovation Executive

Administration Assistant

Administrative Services Officer Class 3 \$59,152 - \$63,661, Canberra (PN: 30593)

Gazetted: 02 March 2017

Closing Date: 9 March 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 Innovation Group is responsible for the delivery of the System Innovation Program (SIP). The SIP is ACT Health's approach for achieving continuous improvement in ACT Health services. The approach aims to strengthen the delivery of health care by focusing on patient-centred care and enriching the patient experience. SIP outcomes are delivered across seven key organisation-wide themes; Access, Quality, Mental Health, Innovation and Sustainability, Strategic Partners, Infrastructure, Culture. The Innovation Group is comprised of: Strategy and Design; Policy and Stakeholder Relations; and the Research Unit. The Deputy Director-General, Innovation, oversees and manages the above mentioned Branches. The Deputy Director-General is supported by an Executive Officer, Personal Assistant and the Administration Assistant. This position will involve you using your knowledge and skills to provide administrative support in a high pressure working environment. It is expected in this position you will provide administrative support, use HPRM in allocation and management of correspondence, and support the provision of incoming papers, reports and submissions.

Eligibility/Other Requirements: Previous experience in utilising Hewlett Packard Records Manager (HPRM) – formerly TRIM is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position, available until 30 September 2017.

Contact Officer: Geraldine Grayland (02) 6205 1123 geraldine.grayland@act.gov.au

Health

Canberra Hospital and Health Services

Women Youth and Children

Department of Neonatology

Newborn Hearing Screening Officer

Technical Officer Level 1 \$53,911 - \$56,521, Canberra (PN: 29539)

Gazetted: 02 March 2017

Closing Date: 09 March 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: The Technical Officer 1 (TO1) will be responsible for undertaking screening of newborns across the three major Hospital sites in the ACT – including Canberra Hospital and Health Services, Calvary John James Hospital and Calvary Bruce Hospital. The TO1 will rotate on a regular basis as required between sites. The TO1 will also have responsibility for making appointments, following up Program patients, data collection and input and providing support and information to parents in accordance with NHSP guidelines. Opportunity will be offered for ongoing training and professional development.

Eligibility/Other Requirements: Previous clinical nursing background or experience of working as a member of a health care team would be an advantage. Computer skills including Microsoft Office, Word, Excel spreadsheet /database use would be an advantage. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a part-time position available 15 hours per week. The salary noted above will be paid pro rata.

Contact Officer: Christine Mead (02) 6174 7578 christine.mead@act.gov.au

Health

Canberra Hospital and Health Services

Cancer Ambulatory and Community Health Support

CRCC Operational Management

CRCC Administration Officer

Administrative Services Officer Class 2 \$52,208 - \$57,648, Canberra (PN: 33255, several)

Gazetted: 02 March 2017

Closing Date: 09 March 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 Division of Cancer, Ambulatory and Community Health Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The Division is also responsible for the administration and some clinical support to Ambulatory and Community Health centres across ACT Health. 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 Administration Service Officer will be part of a team providing administrative support within the Canberra Region Cancer Service.

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

Note: These roles require the ability to work varying start/finish times between 7:30am and 6:00pm to meet the operational requirements of the centre. This position may be subject to a broad banding process to become a 2/3 position.

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

Health

Canberra Hospital and Health Services

Medicine

Medical

Allied Health Assistant Allied Health Assistant 2 \$49,301 - \$56,521, Canberra (PN: 38224)

Gazetted: 02 March 2017

Closing Date: 09 March 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 Allied Health Led Spinal Pain Service is a new multidisciplinary, community based service currently in development. It is designed to provide a clinical pathway and multidisciplinary community based clinic for clients residing in the ACT who present with back or neck pain to the Emergency Department, Primary Care or other ACT Health services. ACT Health clients who are referred to the Allied Health Led Spinal Pain Clinic will be provided with education, exercise programs, group services and access to a multidisciplinary team, which includes physiotherapy and psychological assessments and interventions as appropriate. The successful candidate will be expected to assist clinicians with the delivery of Allied Health Led Spinal Pain Clinical services within their scope of practice as directed by the Lead Clinician, who is the position's line manager and clinical supervisor.

Eligibility/Other Requirements: Certificate III in Allied Health Assistance or equivalent qualification. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made. Current driver's licence and willingness to drive. 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 at 14.42 hours per week. The salary noted above will be paid pro rata.

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

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Community Care Program

**Occupational Therapy Allied Health Assistant,
Allied Health Assistant 2 \$49,301 - \$56,521, Canberra (PN: 27165)**

Gazetted: 02 March 2017

Closing Date: 16 March 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 and effective 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: Community Care Occupational Therapy services are offered from community health centres and in patient homes across the ACT. The Community Care Occupational Therapy service offers assessment and interventions relating to assistive technology and home modifications for clients aged 18+ years. Clients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. Community Care Occupational Therapy provides services for National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele. Under the direct or indirect supervision of an Allied Health Professional, the Occupational Therapy Allied Health Assistant will play a key role in the day to day functioning of the Community Care Occupational Therapy team, including but not limited to: delivering and setting up assistive technology in client homes as well as following up these devices, provision of educational materials as determined by the supervising clinician, assisting with intake and clinic management, management of day-to-day duties at the Independent Living Centre, computer-based data entry and clinical files documentation.

Eligibility/Other Requirements: Mandatory: Certificate III in Allied Health Assistance (Occupational Therapy) or recognised equivalent. Registration under the *Working with Vulnerable People Act 2011*; and current driver's licence. Experience working with participants in a community setting is highly desirable. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check. If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

Note: This is a permanent part-time position at 29:24 hours per week/ four days per week. Additional hours may be available. The salary above will be paid pro rata for part-time hours.

Contact Officer: Kari Moore (02) 6205 1224 kari.moore@act.gov.au

Independent Competition and Regulatory Commission

Independent Competition and Regulatory Commission

Legal and Compliance Team

Regulatory Officer

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 09718)

Gazetted: 28 February 2017

Closing Date: 21 March 2017

Details: The ACT Independent Competition and Regulatory Commission (Commission) is seeking to fill the position of Regulatory Officer within the Legal and Compliance Team. Working under the direction of the Senior Manager, the successful applicant will have good communication skills. The successful applicant will be required to provide advice (written and oral), undertake research, draft documents including legislative instruments and prepare reports. The successful applicant will also assist in operating and managing a number of the Commission's licence fee spreadsheet models. The successful applicant will have a strong professional work ethic and the ability to work with minimal supervision while working in a small collaborative team environment. The successful applicant will be rewarded with a positive team environment and flexible work arrangements.

Note: Applicants are advised to address the selection criteria.

Contact Officer: Ian Phillips (02) 6205 2773 ian.phillips@act.gov.au

Justice and Community Safety

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

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

**ACT Law Courts and Tribunal
Magistrates Court
Registry Operations – Civil Unit
Team Leader**

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 02118, several)

Gazetted: 23 February 2017

Closing Date: 2 March 2017

Details: The ACT Law Courts and Tribunal is seeking persons with a mature approach, well developed communication skills, the ability to work well within a changing environment and the capacity to work with people from diverse backgrounds to undertake the role of Team Leader. The successful applicants will assist Senior Team Leaders in performing administrative functions, providing procedural advice to clients and relevant agencies, processing court documents when received, maintaining the internal registry computer system and undertaking research and reporting on less complex issues as required.

Eligibility/Other Requirements: Demonstrated knowledge and understanding of the role of the Law Courts and Tribunal in the ACT Community and Courts practices, procedures and related legislation would be an advantage.

Note: Two temporary positions are available until 27 October 2017 with the possibility of extension and/or permanency. Selection may be based on written application and referee reports only. Interviews may not be held.

How to Apply: Applicants are required to submit a curriculum vitae, contact details of at least two referees and a covering letter (maximum two pages) telling us how your skills, experience and ability makes you the best person for this job opportunity. Highlight any specific examples or achievements that will demonstrate your ability to perform the role and try not to duplicate information that can already be found in your CV. An order of merit may be established from this process and used to fill permanent or temporary identical positions.

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the enterprise agreement provisions may assess all applications for these positions.

Contact Officer: Lynette Ashlin (02) 6207 1320 lynette.ashlin@courts.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**

City Services

Licensing and Compliance

Domestic Animal Services

Senior Ranger

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 09803)

Gazetted: 28 February 2017

Closing Date: 14 March 2017

Details: Domestic Animal Services (DAS) Rangers promote and regulate responsible pet ownership in accordance with the *Domestic Animals Act 2000* and the *Animal Welfare Act 1992*. The work of the DAS Rangers' team is dynamic, can be physically challenging, and is highly rewarding. Rangers need to maintain a service ethos and a professional approach even when dealing with difficult situations. This role requires the occupant to have a good understanding of operating in a regulatory environment, investigation skills and the ability to communicate with members of the community. The DAS Ranger role is a valued one in the community, particularly around helping manage dogs in public space and undertaking regulatory patrols to enhance the management of domestic animals and peoples' enjoyment of public space.

Eligibility/Other Requirements: Applicants must be prepared to wear a uniform; be able to work a rotating roster, work overtime and on-call as required; be willing and able to work with dogs and other domestic animals; be prepared to attend Court if required; be physically able and willing to undertake Ranger duties which includes extensive walking and manual tasks including some lifting and bending. Hold a current non-restricted driver's licence. Certificate IV in Government (Investigation) or a willingness and capacity to obtain within 12 months of employment. Desirable: Experience in investigations, regulatory services, operations of an animal care facility or ranger services. Affinity with animals is an advantage. 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

Note: Applicants should include a supporting statement addressing each of the selection criteria, outlining experience and/or ability in the areas above. Applications should also include the contact details of at least two referees and a current curriculum vitae. An order of merit will be established and may be used to fill vacancies which may occur over the next 12 months.

Contact Officer: Eva Cawthorne (02) 6207 2369 eva.cawthorne@act.gov.au

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

City Services

Licensing and Compliance

Domestic Animal Services

Ranger

Administrative Services Officer Class 3 \$59,152 - \$63,661, Canberra (PN: 17767, several)

Gazetted: 28 February 2017

Closing Date: 14 March 2017

Details: Domestic Animal Services (DAS) Rangers promote and regulate responsible pet ownership in accordance with the *Domestic Animals Act 2000* and the *Animal Welfare Act 1992*. The work of the DAS Rangers' team is dynamic, can be physically challenging, and is highly rewarding. Rangers need to maintain a service ethos and a professional approach even when dealing with difficult situations. The role requires the occupant to have a good understanding of operating in a regulatory environment, investigation skills and the ability to communicate with members of the community. The DAS Ranger role is a valued one in the community, particularly around helping manage dogs in public space and undertaking regulatory patrols to enhance the management of domestic animals and peoples' enjoyment of public space.

Eligibility/Other Requirements: Applicants must be prepared to wear a uniform; be able to work a rotating roster, work overtime and on-call as required; be willing and able to work with dogs and other domestic animals; be physically able and willing to undertake ranger duties which include extensive walking and manual tasks including some lifting and bending. Hold a current non-restricted driver's licence. Desirable: Certificate IV in Government (Investigation) or a willingness to obtain within 12 months of employment. Experience in investigations, regulatory services, operations of an animal care facility or ranger services. An affinity with animals is an advantage. 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.

Note: Applicants should include a supporting statement addressing each of the selection criteria, outlining experience and/or ability in the areas above. Applications should also include the contact details of at least two referees and a current curriculum vitae. An order of merit will be established and may be used to fill vacancies which may occur over the next 12 months.

Contact Officer: Eva Cawthorne (02) 6207 2369 eva.cawthorne@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.

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

Planning Delivery

Executive

Executive Director, Planning Delivery

Executive Level 2.4 \$251,597 - \$262,652 depending on current superannuation arrangements, Canberra (PN: E700)

Gazetted: 28 February 2017

Closing Date: 14 March 2017

Details: The Environment, Planning and Sustainable Development Directorate (EPSDD) is responsible for developing and implementing sustainability policies and programs, including those relating to climate change, energy, nature conservation, environment protection, construction services, transport planning, heritage and water. EPSDD administers the Territory Plan and is responsible for spatial planning, planning approvals and sustainable urban design.

The Directorate includes: The ACT Parks and Conservation Service, which manages the ACT's conservation estate including nature reserves, national parks, commercial softwood forests and rural lands; and the Asbestos Response Taskforce.

The Executive Director, Planning Delivery, reports to the Deputy Director General, Planning Policy. The position requires a person with exceptional leadership and management skills to provide leadership and direction in strategic public policy, especially related to land use planning, and intergovernmental relations. Experience at an executive level in financial management and people management, as well as superior skills in stakeholder engagement, collaborative partnerships and issue management is essential.

Remuneration: The position attracts a remuneration package ranging from \$251,597- \$262,652, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$200,993.

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: Gary Rake (02) 6207 7248 gary.rake@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

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

Saranya Sankaran 846-88673, Section 68(1), 1 March 2017

Community Services

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

Kimberley Henry 844-81867, Section 68(1), 23 February 2017

Education

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

Jean Courtois 848-87015, Section 68(1), 24 February 2017

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

Trevor Cox 848-77124, Section 68(1), 6 March 2017

Health

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

Georgia Bennett-Burleigh 846-98898, Section 68(1), 23 February 2017

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

Dell Buckley 831-22053, Section 68(1), 23 February 2017

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

Abigail Dionio 845-22171, Section 68(1), 28 February 2017

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

Heather Finch 848-21198, Section 68(1), 24 February 2017

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

Emma Kemp 850-42313, Section 68(1), 3 April 2017

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

Rosaria Machingarufu 847-03220, Section 68(1), 23 February 2017

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

Leeja Mathew 845-02007, Section 68(1), 23 February 2017

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

Meika Smith 845-21291, Section 68(1), 2 March 2017

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

Tammy Souquet 848-84930, Section 68(1), 1 March 2017

Justice and Community Safety

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

Stephen McClounan 853-50930, Section 68(1), 28 February 2017

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

Penelope Parker 836-02946, Section 68(1), 23 February 2017

Transport Canberra and City Services

Bus Operator - Training \$65,233

Alfredo Alfano 853-50199, Section 68(1), 24 February 2017

Bus Operator – Training \$65,233

Jujhar Singh: 85350180, Section 68 (1), 24 February 2017

Bus Operator - Training \$65,233

Colin Bryson 853-50172, Section 68(1), 24 February 2017

TGSO5/TGSO6/TGSO7 Workshop Staff \$71,012 - \$80,011

Timothy Ceely 853-50586, Section 68(1), 20 March 2017

EGSO4.2 - Workshop Staff \$61,049

Jarod Fitzgerald 853-49438, Section 68(1), 20 February 2017

EGSO4.2 - Workshop Staff \$61,049

Joshua Reynolds 853-49446, Section 68(1), 23 February 2017

Bus Operator - Training \$65,233

Rachpal Tiwana 853-50164, Section 68(1), 24 February 2017

TRANSFERS

Health

Lee Diep: 836-13223

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

Health

To: Allied Health Assistant 3 \$60,212 - \$66,823

Health, Canberra (PN. 38019) (Gazetted 15 December 2016)

David Larkin: 786-48106

From: Registered Nurse Level 3.1 \$99,680

Health

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

Health, Canberra (PN. 00891) (Gazetted 8 December 2016)

Melerine Mbegabulawe: 844-3415

From: Registered Nurse Level 3.1 \$99,680

Health

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

Health, Canberra (PN. 15149) (Gazetted 15 December 2016)

Katherine Staniewski: 833-47631

From: Health Professional Level 3 \$85,967

Health

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

Health, Canberra (PN. 38021) (Gazetted 15 December 2016)

Lu Yi Tan: 739-66287

From: Registered Nurse Level 1 83634.00

Health

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

Health, Canberra (PN. 22906) (Gazetted 2 February 2017)

PROMOTIONS

Community Services

Child and Youth Protection Services

Child and Youth Protection Services

Practice and Performance - Practice

Jacqueline Lukins: 827-17485

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

Community Services

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

Community Services, Canberra (PN. 09242) (Gazetted 17 October 2016)

Health

Canberra Hospital and Health Services

Surgery and Oral Health

medical staff

Annie Allica: 844-32360

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

Health

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

Health, Canberra (PN. 22430) (Gazetted 12 January 2017)

Canberra Hospital and Health Services

Surgery and Oral Health

Dental Health Program

Donna Butcher: 817-49362

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

Health

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

Health, Canberra (PN. 29048) (Gazetted 27 October 2016)

Canberra Hospital and Health Services

Amber Carroll: 839-27273

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. 30400) (Gazetted 24 November 2016)

Canberra Hospital and Health Services

Deanne Cole: 786-50425

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

Health

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

Health, Canberra (PN. 22164) (Gazetted 12 January 2017)

Canberra Hospital and Health Services

Catherine Young: 261-17522

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

Health

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

Health, Canberra (PN. 37992) (Gazetted 26 January 2017)

Canberra Hospital and Health Services

Julie Hanson: 845-20475

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

Health

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

Health, Canberra (PN.24364) (Gazetted 07 July 2016)

Transport Canberra and City Services

Transport Canberra

Public Transport Strategy

Vanessa Barnett: 846-86758

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$135,384

Transport Canberra and City Services, Canberra (PN. A20254) (Gazetted 1 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.

Chief Operating Officer Group

Corporate Communications, Media and PA

Jeffrey Kenneth Garner: 820-76614

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

Justice and Community Safety

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

Transport Canberra and City Services, Canberra (PN. 35567) (Gazetted 8 December 2016)